



# Fingerprint Card Instructions

For Voluntary Certification of Professional Employer Organizations

Fingerprints are required for every responsible individual who completes a Responsible Individual Personal Attestation (RIPA) associated with an application for certification as a Certified Professional Employer Organization (CPEO).

To schedule a fingerprinting appointment, please follow these instructions:

1. Visit <https://schedule.fieldprint.com>
2. Select "Schedule an Appointment"
3. Enter an email address under "New Users/Sign Up" and click the "Sign Up" button. Follow the instructions for creating a Password and Security Question and then click "Sign Up and Continue".
4. Enter the specific Fieldprint Code that you received from Letter 5813 *Receipt of Responsible Individual Personal Attestation*. This code is specific to CPEO applicants only and should not be used for any other program.
5. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
6. At the end of the scheduling process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.
7. If you have any questions or problems, you may contact customer service at 877-614-4364 or [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com).