



Instructions for Scheduling your Fieldprint Background Screening

To request a fingerprinting appointment or request APS/CAN screening, please follow the instructions below.

Please note that you must register yourself.

If you have difficulty, we may assist you, but we cannot do it for you as you will need to give authorization for the screenings to be done.

1. Visit www.fieldprinthawaii.com.
2. Click the red "Schedule an Appointment" button on the right.
3. Enter your 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. Select "I know my Fieldprint Code" and enter the following code:

FPHawaiiSeniorCare221 (do not give this code out to others).

At this point, you are ready to enter your demographic information and schedule a fingerprint appointment at the location of your choosing or request the name-based APS and CAN checks.

5. At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification. At least one form of ID must be a valid, government issued photo ID, such as a driver's license.

Fieldprint has representatives available at 877-614-4364 to answer any questions Monday through Friday, 8AM to 10PM Eastern Time. After your background checks have been processed, you will receive an email notification when the results are ready to be viewed on www.fieldprinthawaii.com.