

WI Screen Shots
DPI
July 30, 2013



Already have an appointment?
[Login](#)

Fieldprint® Fingerprinting
Serving Wisconsin



Fieldprint's fingerprinting process is quick, easy and convenient!

- 1 Schedule Your Visit**
Sign in to our secure system to schedule your fingerprinting appointment at a convenient site near you.
- 2 Attend Appointment**
Visit our professional collection location and have your fingerprints scanned electronically.
- 3 Get Results Fast!**
We submit your fingerprints to the state electronically, so your results are returned quickly.

Simple. Safe. Secure.

- ✓ Quick, easy scheduling
- ✓ Convenient locations
- ✓ Fast, professional fingerprint collections

[Schedule an Appointment](#)

» **How It Works**

» **Our Locations**

» **FAQs**

» **About Fieldprint**

Applicants - Get started today! It's easy to [schedule an appointment](#).

Need More Help?

Call 877-614-4364 or  [Email Us](#)

New Users | Sign Up

If you are a new user, please register with Fieldprint® in order to schedule your fingerprinting appointment. Begin the registration process by entering your e-mail address below.

Email address:

Sign Up

Existing Users | Sign In

If you already have an account, please log in below to :

- Check your appointment status
- Re-schedule your appointment
- View and print your receipt

Email address:

Password:

[Forget Password?](#)

Sign In

Need More Help?

Call 877-614-4364 or  [Email Us](#)

Sign Up



We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)



Your information is saved as you complete each step. You can log in and continue at any time.

To register with Fieldprint®, please enter the password you would like to use below, along with a security question and answer. All of the following fields are required.

Password Rules

- Must be 8 to 16 characters long
- Must contain at least one capital letter, one lowercase letter, one number and one special character (!@#\$\$%*)
- May not contain the phrase 'password'
- May not be the same as your username
- Is case sensitive

Password you would like to use

Re-type Password



Security Question



Answer to your Security Question



[Sign Up and Continue](#)

Need More Help?

 Call 877-614-4364 or  [Email Us](#)

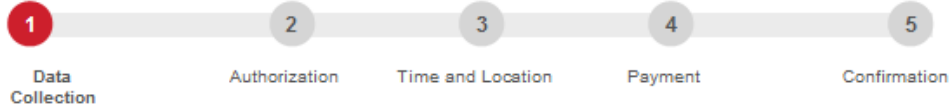
Reason

Fieldprint Code



[Continue](#)

If you don't have a Fieldprint® code, please contact the employer or organization that sent you to this website.



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Personal Information



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Your information is saved as you complete each step. You can log in and continue at any time.

Please enter your personal information below. [?](#)

NOTE: The information entered on this screen must belong to the person being fingerprinted.

First Name: Middle Name: Last Name: Suffix:

Please enter any other names or aliases you have used. If you have used more than one alias, please click the "Add another name" button below to enter other aliases. [?](#)

First Name: Middle Name: Last Name: Suffix:

[+ Add another name](#) [?](#)

Social Security Number: [?](#)

Address 1: [?](#)

Address 2: [?](#)

City: [?](#)

State: [?](#)

Zip Code: [?](#)

Date of Birth:

Month / Day / Year 

/ /

Phone:



Alternate Phone:



E-mail:




Preferred Contact Method:

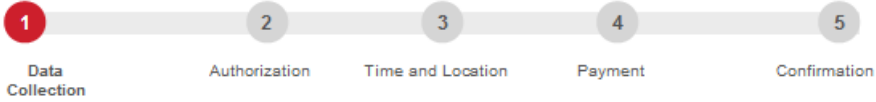
Phone E-mail 

Appointment Reminder:

Would you like a message appointment reminder sent the day of your appointment?

Text Message E-mail: No 

Save and Continue



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Demographics



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Your information is saved as you complete each step. You can log in and continue at any time.

Please complete the following questions. This information is used to positively identify you when performing a fingerprint-based background check.

Citizenship:

[?](#)

Place of Birth:

[?](#)

City of Birth:

[?](#)

Gender:

[?](#)

Your Height:

ft. in. [?](#)

Your Weight:

[?](#)

Eye Color:

[?](#)

Hair Color:

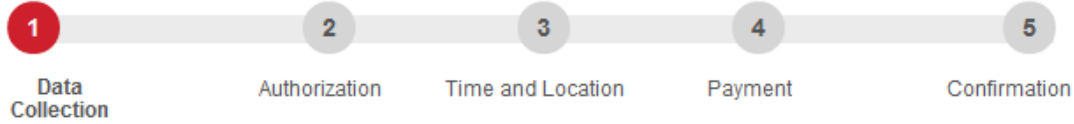
[?](#)

Race:

[?](#)

[Save and Continue](#)

[Back](#)



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Additional Information



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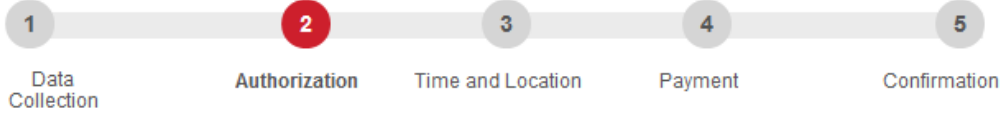
The employer or organization that sent you to this website or the processing agency requests the following additional information.

Is this for the WI Educator License?:



[Save and Continue](#)

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Release



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Your information is saved as you complete each step. You can log in and continue at any time.

Please read and agree to the following

Requesting Individual or Agency

Name: WI Dept. of Public Instruction
Address: 125 Soth Webster Street
PO Box 7841
Madison , WI 53707

I hereby authorize the agency listed above to submit a set of my fingerprints to the Wisconsin Department of Justice and the Federal Bureau of Investigation for the purpose of accessing and reviewing Wisconsin and national criminal history records that may pertain to me.

By signing this waiver agreement it is my intent to authorize dissemination of such criminal history record information that may pertain to me to the agency with which I am employed, seeking employment with, seeking to serve as a volunteer for, or seeking licensure from. I also understand that this information may only be used for the purpose it was submitted.

I understand that it is not employment discrimination because of arrest record to refuse to employ or license, or to suspend from employment or licensing, any individual who is subject to a pending criminal charge or has been convicted of any felony, misdemeanor or other offense if the

I Agree:

Your Full Name:



Today's date:

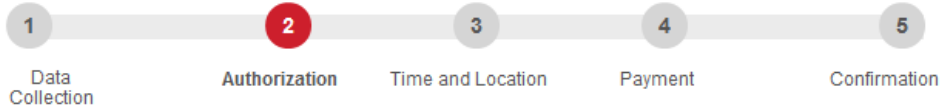
Month / Day / Year

/ /



[Continue](#)

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Please read and agree to the following

Authority: The FBI's acquisition, preservation, and exchange of information requested by this form is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include numerous Federal statutes, hundreds of State statutes pursuant to Pub.L. 92-544, Presidential executive orders, regulations and/or orders of the Attorney General of the United States, or other authorized authorities. Examples include, but are not limited to: 5 U.S.C. 9101; Pub.L. 94-29; Pub.L. 101-604; and Executive Orders 10450 and 12968. Providing the requested information is voluntary; however, failure to furnish the information may affect timely completion or approval of your application.

Social Security Account Number (SSAN): Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, security, licensing, and adoption, may be predicated on fingerprint based checks. Your fingerprints and other information contained on (and along with) this form may be submitted to the requesting agency, the agency conducting the application investigation, and/or FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. During the processing of this application, and for as long hereafter as may be relevant to the activity for which this application is being submitted, the FBI may disclose any potentially pertinent information to the requesting agency and/or to the agency conducting the investigation. The FBI may also retain the submitted information in the FBI's permanent collection of fingerprints and related information, where it will be subject to comparisons against other submissions received by the FBI. Depending on the nature of your application, the requesting agency and/or the agency conducting the application investigation may also retain the fingerprints and

I Agree:

Your Full Name:



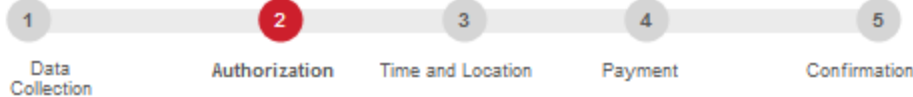
Today's date:

Month / Day / Year



[Continue](#)

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Challenge Notice

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RECORD COMPLETENESS OR ACCURACY CHALLENGE NOTICE

FBI Record: This record is subject to the following use and dissemination restrictions:

Under provisions set forth in Title 28, Code of Federal Regulations (CFR), Section 50.12, both governmental and nongovernmental entities authorized to submit fingerprints and receive FBI identification records must notify the individuals fingerprinted that the fingerprints will be used to check the criminal history records of the FBI. Identification Records obtained from the BRI may be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency or other authorized entity.

The official making the determination of suitability for licensing or employment shall provide the applicant the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record. The deciding official should not deny the license of employment based on the information in the record until the applicant has been afforded a reasonable time to correct or complete the information, or has declined to do so.

An individual should be presumed not guilty of any charge/arrest for which there is no final disposition stated on the record or otherwise determined. If the applicant wishes to correct the record as it appears in the FBI's CJIS Division Records System, the applicant should be advised that the procedures to change, correct or update the record are set forth in Title 28, CFR, Section 16.34.

The CJIS Division is not the source of the data appearing on identification records. All data is obtained from fingerprint submissions or related identification forms submitted to the FBI by local, state, and federal agencies. As a result, the responsibility/or authentication and correction of such data rests upon the contributing agency (i.e., police department, county court, etc.). Please contact this agency or the central repository in the state where the arrest occurred to request a change, correction, or update. The FBI is not authorized to modify the record without written notification from the appropriate criminal justice agency.

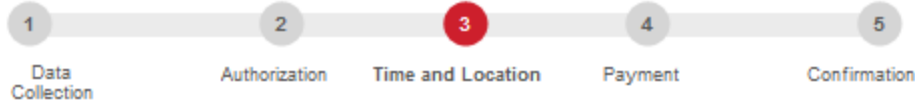
Wisconsin Record:

Subject to 111.33 to 111.36, Section 111.321 of the Wisconsin Statutes prohibits act of employment discrimination based on arrest and conviction records. Applicants should be notified of their right to challenge the accuracy and completeness of any information contained in a criminal record before any final determination is made. Challenges should be submitted to the Crime Information Bureau on form DJ-LE-247 and may include a request for fingerprint comparison.

Form DJ-LE-247 and information on the Wisconsin challenge process may be found online at <http://www.doj.state.wi.us/dles/cib/challenge.asp>

Other State's Record: Contact the state holding or contributing the record being challenged. A list of contacts for background check information for other states may be found at <http://www.doj.state.wi.us/dles/cib/sclist.asp>

[Save and Continue](#)[Back](#)



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Schedule Your Visit



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Find a Location

[Use your home address](#)

Please enter your home, work, or other convenient address below and click the Find button.



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Locations

Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.

The following locations host Fieldprint Stations. Please click the Schedule Appointment button related to the desired location to begin scheduling your appointment or click Find to search for locations near a different address.

	Location Name	Distance	Hours of Operation	Notes
	1. Fieldprint Site - The UPS Store #2831 2935 South Fish Hatchery Road Yarmouth Crossing Madison, WI 53711	4.4 mi	M TU W 10:30 AM - 07:00 PM TH F 10:30 AM - 06:00 PM SA 01:00 PM - 04:00 PM	Livescan, Photo, I9 No Additional Fees Expedited Processing
	2. Fieldprint Site - The UPS Store #1695 4230 East Towne Boulevard Essex Square Madison, WI 53704	5.4 mi	M TU W TH F 09:00 AM - 05:30 PM SA 09:30 AM - 03:30 PM	Livescan, Photo, I9 No Additional Fees Expedited Processing
	3. Fieldprint Site - The UPS Store #3628 2811 Milton Avenue	31.3 mi	M 01:00 PM - 04:00 PM TU W TH F 10:00 AM - 04:00 PM SA 10:00 AM - 02:00 PM	Livescan, Photo, I9 No Additional Fees Expedited Processing

	Location Name	Distance	Hours of Operation	Notes
 	1. Fieldprint Site - Pack and Ship Plus 3952 North 76th Street (corner of 76th Street and Capital Drive) Milwaukee, WI 53222	1.6 mi	M TU W TH F 09:30 AM - 06:30 PM <div style="text-align: center; margin-top: 5px;"> Schedule Appointment </div>	No Additional Fee Preferred Site Select for Expedited Processing

Available Dates and Times

Enter a date (mm/dd/yyyy) or select an available date from the calendar:

06 / 04 / 2013

Get Available Times

Select an available time on:
JUNE 4, 2013

Morning:
 8 AM - 12 PM 11:00 ▼



Afternoon:
 12 PM - 5 PM Select... ▼

Evening:
 5 PM - 11 PM Select... ▼

Schedule

< May 2013							June 2013 >						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

[Close](#)

	Location Name	Distance	Hours of Operation	Notes
 	1. Fieldprint Site - Pack and Ship Plus 3952 North 76th Street (corner of 76th Street and Capital Drive) Milwaukee, WI 53222	1.6 mi	M T U W T H F 09:30 AM - 06:30 PM	No Additional Fee Preferred Site Select for Expedited Processing

[Schedule Appointment](#)

Available Dates and Times

Enter a date (mm/dd/yyyy)

06 / 04 / 2013

[Get Available Times](#)

Select an available time on **JUNE 4, 2013**

Morning:
8 AM - 12 PM

Afternoon:
12 PM - 5 PM

Evening:
5 PM - 11 PM

[Schedule](#)

You are about to schedule an appointment for 06/04/2013 at 11:00 am.

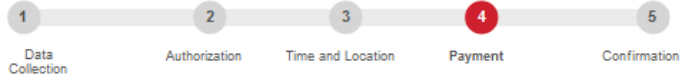
Location: Fieldprint Site - Pack and Ship Plus

Please note: You may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.

Click **Continue** to schedule this appointment.
Click **Cancel** to select another appointment time.

[Continue](#) [Cancel](#)

[Close](#)



Need More Help?
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Payment



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Appointment Location

Fieldprint Site - Pack and Ship Plus
3952 North 78th Street (corner of 78th Street and Capital Drive)
Milwaukee, WI 53222

[Change Time or Location](#)

Appointment date and time:

06/04/2013 at 11:00 AM

Fee Type	Fee Amount
Fieldprint Fingerprinting Fee	\$39.25

Your total is: \$39.25

Appointments may be canceled or rescheduled more than 24 hours prior to the appointment without charge. After this period, charges will not be funded, and there is a fee to reschedule the appointment.

Please use one of these payment options:

Credit Card

Note: This payment will appear on your credit card statement as a charge from Fieldprint.

Credit Card Information

Cardholder's First Name: ?

Cardholder's Middle Name: ?

Cardholder's Last Name: ?

Credit Card Number: ?

Credit Card Type:

Expiration date: Month / Year ?

Security Code: ?

Billing Address

Address Line 1: ?

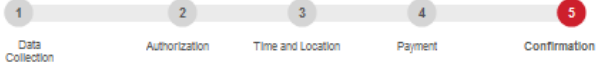
City: ?

State: ?

Zip Code: ?

[Make a Payment and Finish](#)

[Back](#)



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Confirmation

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Appointment # 559511 for John Public is scheduled for:
June 4, 2013 11:00 AM

[Print Your Receipt](#)
[Get Printable Directions](#)

You must print this appointment confirmation and bring it with you to your appointment.
 Your appointment information will also be emailed to you for additional reference. If an email is not received within one hour, please contact Fieldprint@ at 877-614-4364.

Your Appointment Location:
 Fieldprint Site - Pack and Ship Plus
 3952 North 78th Street (corner of 78th Street and Capital Drive)
 Milwaukee, WI 53222



Please note: Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.

Please call us at 800-799-1067 to rate your fingerprint collection experience. We would appreciate feedback on your appointment and our site.

If you decide to reschedule your fingerprinting appointment in the future, please return to [schedule.fieldprint.com](#), sign in as an existing user, and click on the red Reschedule link to make a new appointment.



What identification to bring?
 You must print this appointment confirmation and bring it with you to your appointment.

You must bring two forms of identification. At least one form has to be a picture ID from the Picture ID list below and the second has to be from the Secondary ID list.

Picture ID:

- State-issued drivers license
- State-issued non-driver identity
- U.S. passport
- Military Identification Card
- Work Visa w/ Photo
- Foreign Passport

Secondary ID:

- State-issued drivers license
- State-issued non-driver identity
- U.S. passport
- Military Identification Card
- Social Security Card
- Bank Statement
- Utility bill
- Credit Card
- Marriage Certificate
- Vehicle Registration
- State Government issued Certificate of Birth
- Foreign Passport
- Federal Government Personal Identity Verification
- Certificate of Citizenship
- Certificate of Naturalization
- INS I-551 Resident/Allen Card
- INS I-688 Temporary Resident Identification Card

Rescheduling Your Appointment

If you need to reschedule your fingerprinting appointment, please click on the link below or call 877-614-4364. Please note that once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.

[Reschedule Appointment](#)

Payment Information

Date	Payment Description	Payment Type	Total
06/04/2013	Fieldprint Fingerprinting Fee	MasterCard	\$39.25