

National Institutes of Health  
Division of Personnel Security & Access Control (DPSAC)  
FieldPrint Fingerprinting Instructions

NIH applicants undergoing the DPSAC prescreening process who are located 50 miles or more from an NIH DPSAC office can utilize Field Print to complete the FBI Fingerprint Check portion of their prescreening requirements.

FieldPrint is a third-party company that provides secure electronic fingerprint services at thousands of locations across the United States. NIH applicants can conveniently select a FieldPrint location close to their residence.

**Please note:** FieldPrint provides fingerprinting services only; PIV Badge Enrollment or Issuance services are not available at FieldPrint locations. **Applicants utilizing FieldPrint will still need to complete the PIV Badge Enrollment at an NIH DPSAC office before they can receive their NIH PIV Badge.**

Please follow the instructions below if you are interested in utilizing the FieldPrint service to complete the fingerprinting portion of your DPSAC Prescreening requirements:

**Registering with FieldPrint**

You will need to register an account with FieldPrint to schedule a fingerprinting appointment. To get started, please complete the following steps:

1. Go to the [Fieldprint website](#)
2. Under New Users | Sign Up, enter your preferred email address
3. Enter your name
4. Create a password based on the specified criteria
5. Create a security question and answer
6. Enter your preferred email address once more
7. Select Sign Up and Continue

\*\*Please send a confirmation email to [ORSFingerprintService@mail.nih.gov](mailto:ORSFingerprintService@mail.nih.gov) once you have completed the above steps and a DPSAC representative will provide the additional FieldPrint code that is required to schedule the appointment.

***Division of Personnel Security and Access Control***

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