FINGERPRINTING BEFORE SUBMISSION OF A BACKGROUND CHECK APPLICATION

Some providers may require fingerprints to be submitted <u>to the provider</u> prior to the submission of a background check application. If you follow this process, please read the instructions below.

Please note: Providers requiring fingerprints prior to submitting a background check application in NABCS may require an individual to submit prints that are not required by the system. Providers are encouraged to complete a system search for the individual prior to sending the individual for prints and review the Employment Authorization form to review the individual's determination. If the individual has an Eligible determination, most likely, the individual does not need fingerprints to be submitted.

If you are a provider that submits fingerprints for each application submitted to the BCP, regardless of whether or not they are required, please ensure you always choose the 'Add New Application' options and do not connect to existing applications in the system.

If you choose to have the individual fingerprinted prior to a NABCS application being submitted:

1. Ensure the fingerprint vendor chosen by you or your applicant follows all instructions found in the document titled 'Fingerprint Card Instructions' except for item #15. As fingerprinting is being completed prior to the submission of a background check application, this number has not yet been generated and is not available to the applicant or fingerprint vendor.
2. When you receive the fingerprint card, you must submit a background check application, always choosing the 'Add New Application' options prior to submitting the fingerprint card to the Background Check Program. Follow the application submission process all the way through to the fingerprint vendor selection page. Select choose the fingerprint vendor who completed the card or choose the 'undetermined' vendor option.
3. Enter a background check application, ensuring all information on the fingerprint card is the same as what is entered into NABCS.
4. Submit the application and print the Fingerprint Authorization form.
5. Take the Background Check Number from the form and enter that number into field #15 of the fingerprint card.
6. Ensure the card is legible and submit the card to the BCP within 30 days of application submission.