



Fieldprint Iowa Scheduling Aid

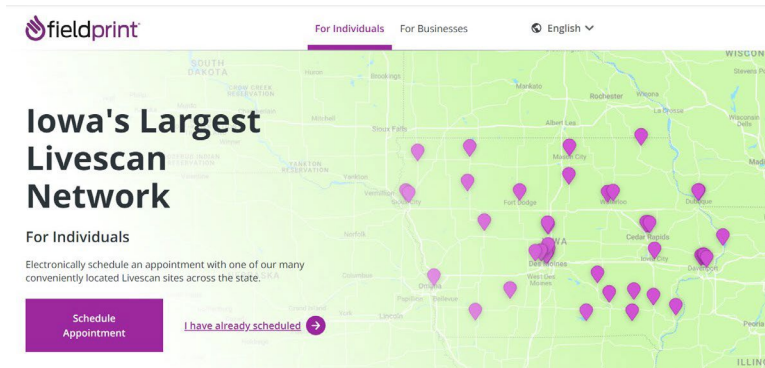
You must set up your AMANDA account before applying for your BACKGROUND CHECK. You will need to provide the PIN provided to you in your AMANDA account. Guidance for setting up your AMANDA account can be found at:

<https://hhs.iowa.gov/media/10706/download?inline=>

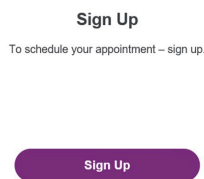
Once you have set up your AMANDA account, you can complete your background check.

To schedule a fingerprinting appointment, please follow these simple instructions:

1. Visit www.fieldprintiowa.com
2. Click on the “Schedule an Appointment” button.



3. Select “Sign Up” to create an account as a New User.



4. Select “I agree” on the **Consent Agreement**.

E-SIGN Act Disclosure and Consent (“Consent Agreement”)

Pursuant to the Federal Electronic Signatures in Global and National Commerce Act (“E-Sign Act”), you have a right to receive any disclosures or notices in a non-electronic form. Before providing electronic signatures or obtaining legally required disclosures and notices electronically, please review and indicate your acceptance of the terms below. If you do not accept these terms or do not agree to the use of electronic disclosures and signatures, we will provide you with, or make available to you, any required disclosures on paper or non-electronic form at no additional charge to you.



5. Fill out the required fields to create an account, select 3 security questions from the drop-down menu, and type in the answers. Then click “Continue.”

Create Account
Please fill in the following fields to create an account.

Email*

Username*

Password* show

Confirm Password* show

First Name*

Last Name*

Mobile Phone Number

Security Questions
Please select three security questions and provide answers in the boxes below. Your answer(s) cannot contain your username, password, email address or security question.

Security Question 1*

Answer 1* show

Security Question 2*

Answer 2* show

Security Question 3*

Answer 3* show

6. You will be sent a “Fieldprint Account Verification” email that contains an 8 digit code that must be entered on the “Verify Account” page. After entering the Verification Code select “Complete Registration”.

Verify Account

An email has been sent to your provided email address. The subject of the email will be “Fieldprint Account Verification” and will arrive from email sender auth@fieldprint.com.

Please follow the directions in the email to continue creating your account.
You may need to check your Junk or Spam folder.

Please do not close your browser.
If your browsing session closes, please log back in using your username and password and enter the 8-digit Verification Code emailed to you at the email address provided during account creation. This Verification Code will expire after 30 minutes.

Verification Code*

Didn't receive an email? Click [here](#) to resend email.

7. Log in with your Username and Password.

Your account has been verified
You have successfully verified your account, please log in.

Log in

Username

Password

[Forgot username?](#) [Forgot password?](#)



8. Type in the answer to your pre-selected security question and click “Continue”.
9. Enter the Fieldprint code given to you by your employer/service provider then select “Continue”.

The code for Iowa EMS is: **FPBEMTS**

Reason

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

Fieldprint Code*

Continue

10. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
11. 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.
12. Please contact the Fieldprint Customer Service team at 877-614-4364 or customerservice@fieldprint.com should you have any questions or problems.

THE FIELD PRINT CODE FOR BEMTS IS:

FPBEMTS