

A Federal Bureau of Investigation (FBI) National Criminal History Check (fingerprint check) is required for all USDA hires and must be rendered by the agency as favorable to secure Federal employment. If this **IS NOT** your first government position, it is possible that your fingerprints are already on file and obtaining a new set will not be required. Please refer to the information in the Personnel Security Requirements email sent to you by the Personnel Security Team.

Fingerprinting is available at US Access Credentialing Stations and Fieldprint locations. You must bring two (2) non-expired forms of [identification](#).

### US Access Credentialing Station [Scheduler](#)

Select this appointment type **ONLY IF** you received a Sponsorship Complete email, a Credential Renewal/Re-Issue Notification, or other notice to enroll or re-enroll for a credential. You will have your photo and fingerprints taken, and your identity documents verified and scanned. There is no cost to the selectee at this facility.

### Appointment at a [Fieldprint Location](#)

Select this appointment type if you receive an email containing a Fieldprint Code. Failing to attend a scheduled Fieldprint appointment will incur a cost to the Agency. Please ensure you cancel any scheduled appointment more than 24 hours in advance, if you are unable to attend.

- Click on the "Schedule an Appointment" button
- Enter an 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"
- Enter the **Fieldprint Code** provided by Personnel Security and the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
- Under the "Additional Information" section, select the following from the drop-down menu: Federal Employee
- At the end of the process, print the Confirmation/Receipt Page • The cost of the appointment is \$16.50, which will be reimbursed after onboarding.

If you receive both a US Access credential sponsorship message and an email containing a Fieldprint Code, you only need to attend one appointment. Please select the location and time that works best for you ensuring that you complete this requirement within 5 business days.