



## Truescreen and Fieldprint

Below are the links for AmeriCorps members and Supervisors to register with Truescreen and Fieldprint.



### Truescreen Instructions

1. Literacyworks will initiate the Truescreen sex offender database check after requesting and receiving a copy of your government-issued ID.
2. Watch for an email from *applicationstation@truescreen.com* with the subject "Background Investigation Forms Requested".
3. Follow the instructions and use the link to create an account and start your sex offender database check.
4. If you are a supervisor, select **"Staff or applicant staff position"**. If you are a member, choose **"AmeriCorps member or applicant for AmeriCorps position"**. Then choose **"AmeriCorps State/National"** for your program.
5. Upload an image of your government-issued ID.
6. When your application is complete, you'll receive a follow-up email with the subject "Communication Regarding your Background Investigation" with a link if you requested copies of the authorization documents.
7. Literacyworks will receive confirmation from Truescreen when your check is complete. We'll let you know if there are any issues.



### Fieldprint Instructions

1. Visit <http://fieldprintcncs.com/>
2. Click on "Schedule an Appointment"
3. 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".
4. Enter the Fieldprint Code **FPCNCSPacificLibPartnership3235**
5. Enter your demographic information and schedule a fingerprint appointment at the location of your choosing.

6. At the end of the process, print the Confirmation Page. Take it with you to your appointment, along with two forms of identification.
7. If you have any questions or problems, contact the customer service team at 877-614-4364 or [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com).