

JPMORGAN CHASE & CO.

# Pre-Engagement Screening (PES) Process Guide

July 2023

## Category 2 Suppliers

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## Important Reminders

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These instructions are to be followed for select Contingent Workers who do not require an ID badge but provide a service to JPMC that may require them to have access to JPMC data or property or its customers (tangible or intangible) and who are not considered Category 1 Supplier Personnel

Screening requires workers to get fingerprinted for a criminal background check

Please note that additional screening will be required if access to JPMC systems and/or ID badge is needed

All Personnel must be fingerprinted and cleared by Global Workforce Screening prior to their assignment with JPMorgan Chase

JPMC will only disclose eligibility for assignment at JPMorgan Chase – no details of the screening results will be provided to the Supplier

# United States Pre-Engagement Screening Instructions

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## **Pre-Requisites:**

When filling out the application, follow these important instructions:

- Use full legal name on application
- Confirm you entered the correct Social Security Number
- You **MUST** include an applicable JPMC Cost Center (see Supplier for this information)
- Provide Agency name; the company you are directly employed by

## **Step 1: Complete worker information and capture screening consents:**

1. Supplier instructs worker to visit [Application Station 2.0](#) site
2. Enter code FPCVENDOR in the Application Station Code section
3. Complete all required fields, and sign the consent
4. Submit Application – once submitted, the screen will present a Fieldprint code for step 2

*\***Note:** This step must always be performed **BEFORE** scheduling an appointment in step 2 as this is a regulatory and JPMC requirement.*

## **Step 2: Schedule Fingerprint Appointment:**

1. Follow instructions at the end of Application Station to schedule fingerprint appointment

*\***Note:** The screening turn around time varies from 2 to 10 business days or more, depending upon the worker's responsiveness to any request for additional information*

# Application Station Steps

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**Step 1:**  
Access the Application Station website and select SIGN UP

Welcome to ApplicationStation ®

### Sign up

If you are new to our system, sign up to start a form.

Sign up

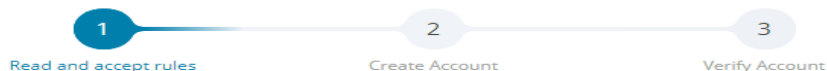
### Returning user login

Enter your previously created username and password to complete or submit a saved form or to submit a new form. If you have not already set up an account, please select "Sign up".

Log in

This is a restricted computer system. It is for authorized use only. Use of this system constitutes consent to security monitoring and auditing. Unauthorized or improper use of the system is prohibited and may be subject to criminal and/or civil penalties.

# Application Station Steps



## **Step 2:** Read and sign the Disclosure and Consent form

### 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.

#### 1. Intent to Use Electronic Signatures

By clicking the "I AGREE" button below—which you hereby adopt as your electronic signature—you affirmatively consent and agree that you are signing this Consent Agreement electronically and your electronic signature on agreements and documents has the same effect as if you signed them in ink. You further agree that your electronic signature is the legal equivalent of your manual signature and will continue to be throughout the background screening process.

By clicking the "I AGREE" button below, you agree to the use of electronic signatures, such as your act of clicking, checking or otherwise manifesting your assent throughout the background screening process. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in providing or making any agreement, acknowledgement, or consent constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party

You can download the "Consent Agreement" as a PDF file.

 [Consent Agreement.pdf\(46 K\)](#)  [Download](#)

I do not agree

I agree

# Application Station Steps



## Create Account

Please fill in the following fields to create an account.

Email*	<input type="text"/>
Username*	<input type="text"/>
Password*	<input type="password"/> show
Confirm Password*	<input type="password"/> show
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Mobile Phone Number	<input type="text"/>

## 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*	<input type="text" value="Select One"/>
	<input type="text"/>

**Step 3:**

Create account by filling out the required fields.

Select 3 security questions to provide answers to

# Application Station Steps

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**Step 4:**  
Enter the verification code that was sent to the email address that was provided on the previous screen

## Verify Account

An email has been sent to your provided email address. The subject of the email will be "ApplicationStation Account Verification" and will arrive from email sender auth@verticalscreen.com.

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

**i** 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.

**Complete Registration**

## Application Station Steps

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**Step 5:**  
Log into your account

The screenshot shows a user interface for logging into an account. At the top, a light gray box contains an information icon (i) and the text "Your account has been verified". Below this, a message states "You have successfully verified your account, please log in." The main section is titled "Log in" and contains two input fields: "Username" and "Password". Below the fields are two buttons: "Back" (a white button with a gray border) and "Login" (a blue button). At the bottom of the form area, there are two links: "Forgot username?" and "Forgot password?".



# Application Station Steps

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**Step 6:**  
Select Start New Form

## My Forms

Below you can view completed forms, continue with a previously started form or submit a new form.

If your form is In Progress - this means that it has not yet been submitted and can still be changed. Click on the Continue button to finish and submit the form.

If your form is Completed - this means it has been submitted and cannot be changed. Click on the View button to review the completed and submitted form.

Start a New Form - You are able to start a new form as long as you do not have one in progress for the same ApplicationStation Code. Click the Start New Form button to begin a new form.

Forms

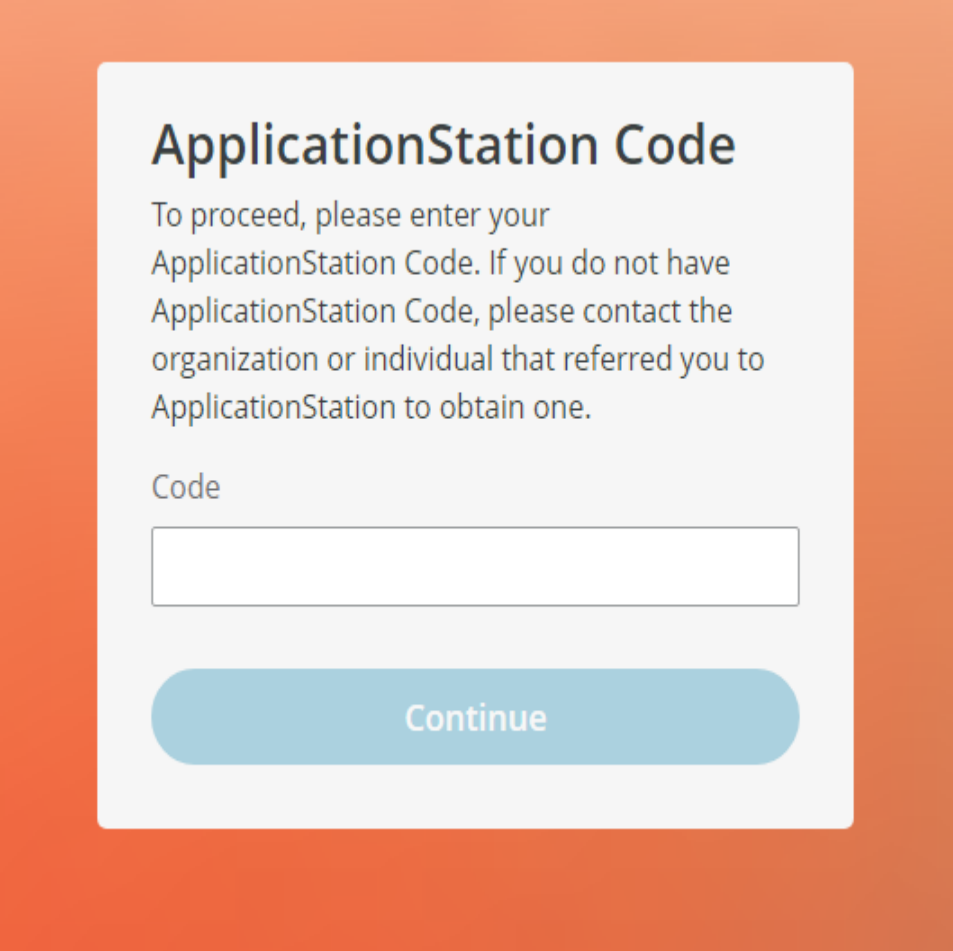
+ Start New Form

## Application Station Steps

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**Step 7:**

Enter in Application Station Code: **FPCVENDOR**



**ApplicationStation Code**

To proceed, please enter your ApplicationStation Code. If you do not have ApplicationStation Code, please contact the organization or individual that referred you to ApplicationStation to obtain one.

Code

[Continue](#)

# Application Station Steps

## Step 8:

Fill out all required personal information.

Note: Must use legal name and correct Social Security Number or Government Identification Number

### Sections

- Personal Information
- Disclosure
- States Disclosures
- Fingerprint Processing Co...
- BACKGROUND INVESTIGA...
- Summary of Rights

Review Summary

Submit Forms

Confirmation

### Personal Information

Please provide the following information.

Prefix

First Name\*   
⚠ First Name is required.

Middle Name

Last Name\*   
⚠ Last Name is required.

Suffix

Country\*

Address 1\*

Address 2

City / Town\*

State\*

Zip Code\*

Resided Since\*

Please select and enter at least one government identification number: \*

U.S. SSN

Other Country ID

Date of Birth\*

Phone\*

Secondary Phone

Email\*   
⚠ Email is required.

[Save & Continue →](#)

# Application Station Steps

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**Step 9:**  
Read and acknowledge the  
Background Screening Disclosure.

Select Save and Continue

## Disclosure

### BACKGROUND SCREENING DISCLOSURE [FOR EMPLOYMENT PURPOSES]

Please be advised that a consumer report may be obtained on you for employment purposes (which includes independent contractors under the Fair Credit Reporting Act (FCRA)).

Consumer reports may be obtained at any time after the company receives your written authorization, including during the hiring process; and, during any subsequent period of employment you may have with the company, where permitted by law.

Under the FCRA, consumer reports include any written, oral or other communication of information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living that is used or is expected to be used for employment purposes. Consumer reports may include credit reports, criminal records and driving records, among other forms of information obtained from private and public record sources.

I acknowledge that I have read the information above.\*

← Back

Save & Continue →

# Application Station Steps

## Step 10: Read and acknowledge the State Disclosures.

### Select Save and Continue

#### States Disclosures

Please be advised that a consumer report and/or investigative consumer report may be obtained on you for employment purposes. The consumer reporting agency that may provide the company with your report is:

BUSINESS INFORMATION GROUP, INC.  
P.O. Box 541  
Southampton, PA 18966  
[bigreport.com](http://bigreport.com)  
(800) 260-1680

BIG's privacy practices with respect to the preparation and processing of consumer reports and/or investigative consumer reports may be found at <http://www.bigreport.com/privacy-policy/>.

#### For Massachusetts Applicants & Residents

You have the right, upon request, to know whether the company ordered an investigative consumer report about you. You also have the right to ask the consumer reporting agency for a copy of any such report.

#### For Minnesota Applicants & Residents

You have the right in most circumstances to submit a written request to the consumer reporting agency for a complete and accurate disclosure of the nature and scope of any consumer report the company ordered about you. The consumer reporting agency must provide you with this disclosure within five (5) business days after its receipt of your request or the report was requested by the company, whichever date is later. If an investigative consumer report is obtained, such a report may include information obtained through personal interviews regarding your character, general reputation, personal characteristics, or mode of living.

#### For New Jersey Applicants & Residents

You have the right to submit a request to the consumer reporting agency for a copy of any investigative consumer report the company ordered about you.

#### For New York Applicants & Residents

You have the right, upon written request, to be informed of whether or not a consumer report and/or investigative consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report.

#### For Washington Applicants & Residents

If we request an investigative consumer report, you have the right, upon written request made within a reasonable period of time, to receive from us a complete and accurate disclosure of the nature and scope of the investigation. You are entitled to this disclosure within five business days after the date your request is received or we ordered the report, whichever is later. You have the right to request from the consumer reporting agency a summary of your rights and remedies under state law.

#### California, Minnesota, and Oklahoma Applicants & Residents:

You have the right to receive a free copy of your background report. Please check the box below if you would like a free copy of your report:

- I would like a free copy of my report.
- I acknowledge that I have read the information above.\*

← Back

Save & Continue →

# Application Station Steps

**Step 11:**  
Read and e-sign the Fingerprint Processing Consent form.

Select Save and Continue

### Sections

- ✓ Personal Information
- ✓ Disclosure
- ✓ States Disclosures
- Fingerprint Processing Co...
- BACKGROUND INVESTIGA...
- Summary of Rights

Review Summary

Submit Forms

Confirmation

## Fingerprint Processing Consent

**SPECIFIC CONSENT FORM – FINGERPRINT PROCESSING**  
[Specific Purposes for Fingerprint Collection]

**Federal Bureau of Investigation (FBI) /Banking Permissible Purpose**

1. I understand that my personal information and biometric data being submitted by Live Scan or through a fingerprint card process, will be used to search against identification records from the FBI for the purpose(s) listed above.

2. I consent to having my fingerprints taken and submitted for the purpose of a criminal history information check to the applicable agency as noted above and consent to the FBI sharing any criminal history record results with J.P. Morgan Chase & Co. as part of its background investigation of my suitability for employment.


**By signing below, I acknowledge that I have read the above and hereby provide my consent to the submission of the processing of my fingerprints as set forth above.**

Please choose a signature method.\*

I will provide a mouse or touchpad signature (preferred method if possible).

I will print and fax a signed copy of this authorization.

Signature OK. If you are completely satisfied with your signature, click Apply Signature.



Please sign the application and hit Apply Signature.

I will print and fax a signed copy of this authorization.

Date May 5, 2023

I,

# Application Station Steps

**Step 12:**  
Read and e-sign the Background Investigation Authorization/Disclosure.

Select Save and Continue

## BACKGROUND INVESTIGATION AUTHORIZATION/DISCLOSURE

### CONSUMER REPORT DISCLOSURE AND AUTHORIZATION UNDER THE FEDERAL FAIR CREDIT REPORTING ACT

#### PLEASE TAKE NOTICE THAT JPMORGAN CHASE MAY OBTAIN A CONSUMER REPORT ON YOU

JP Morgan Chase & Co, as well as any of its affiliates and subsidiaries (collectively referred to as "JPMorgan Chase"), may obtain a consumer report on you for purposes of assessing your eligibility for assignment to JPMorgan Chase.

The consumer report will be obtained from Business Information Group, Inc., P.O. Box 541, Southampton, PA 18966, with a toll-free telephone number of (800) 260-1680. A consumer report under the Fair Credit Reporting Act ("FCRA") is defined as any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living, which is used or expected to be used, or collected in whole or in part for the purpose of serving as a factor in establishing the consumer's eligibility for several delineated purposes. In this instance, it may include, but is not limited to, verification of educational background, prior employment records, public records, military records, credit history and criminal records.

In addition, JPMorgan Chase may procure, or cause to be prepared, an investigative consumer report on you, which may include information obtained from personal interviews as to your character, general reputation, personal characteristics, and mode of living, whichever are applicable. You have the right to request a disclosure, upon written request within a reasonable period of time after receipt of this disclosure, regarding the nature and scope of the investigation requested, to the extent an investigative consumer report pertaining to you is procured. You also have the right request the written summary of the rights of the consumer prepared pursuant to section 609(c) of the FCRA, which is being provided.

#### Authorization

By signing below, I agree that I have carefully read the above notice and I authorize the procurement of a consumer report and an investigative consumer report. I also acknowledge that this authorization shall remain in effect throughout my assignment to JPMorgan Chase, with no need to request a subsequent authorization.

As set forth in the employment application, arrest and conviction screenings, as well as all screenings, are conducted in accordance with applicable law.

Please choose a signature method.\*

I will provide a mouse or touchpad signature (preferred method if possible).

Please continue your signature.



I will print and fax a signed copy of this authorization.

Date May 5, 2023

I,  , agree.\*

# Application Station Steps

**Step 13:**  
Read and acknowledge the  
Summary of Rights document.

Select Save and Continue

Sections
✓ Personal Information
✓ Disclosure
✓ States Disclosures
✓ Fingerprint Processing Co...
✓ BACKGROUND INVESTIGA...
○ Summary of Rights
Review Summary
Submit Forms
Confirmation

## Summary of Rights

Para información en español, visite [consumerfinance.gov/learnmore](http://consumerfinance.gov/learnmore) o escriba al Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.

### A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA.

For more information, including information about additional rights, go to [consumerfinance.gov/learnmore](http://consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.

- You must be told if information in your file has been used against you.  
Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- You have the right to know what is in your file.  
You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each

I acknowledge that I have read the information above.\*

← Back

Save & Continue →



# Application Station Steps

**Step 14:**  
Review that all information is accurate

Select Continue

### Sections

- ✓ Personal Information
- ✓ Disclosure
- ✓ States Disclosures
- ✓ Fingerprint Processing Co...
- ✓ BACKGROUND INVESTIGA...
- ✓ Summary of Rights

### Review Summary

Now is the time to review your work for accuracy and completeness. To change any of the information you have entered, click the "Edit" button.  
When you are satisfied with the information entered, you can click the "Continue" button to move to the next screen.

#### Personal Information [Edit](#)

First Name	Renee
Last Name	Weber
Country	United States
Address 1	2500 Westfield Dr
City / Town	Elgin
State	Illinois
Zip Code	60120
Resided Since	Aug, 2014
U.S. SSN	XXX-XX-1234
Date of Birth	04/11/XXXX
Phone	United States +1-815-678-7041, Home
Email	reny03_2000@hotmail.com

[← Back](#) [Continue →](#)

# Application Station Steps

## **Step 15:** Submit Forms

- Sections
  - ✓ Personal Information
  - ✓ Disclosure
  - ✓ States Disclosures
  - ✓ Fingerprint Processing Co...
  - ✓ BACKGROUND INVESTIGA...
  - ✓ Summary of Rights
- Review Summary
- Submit Forms**
- Confirmation

### Submit Forms

You have the option to go back and review the information you have supplied for accuracy and completeness by clicking the "Review Summary" link on the side panel.

If you are satisfied with the information that you have supplied, please read and acknowledge the following:  
I certify that I have provided all information, and answered all questions, truthfully, correctly, and completely in accordance with the instructions provided.

By clicking "Submit Forms", I acknowledge and agree that I have provided complete, correct and truthful information on all pages included in this Data Collection process.

← Back

Submit Forms →

# Application Station Steps

## **Step 16:**

Follow the link to schedule Fingerprint appointment.

Be sure to capture the Fieldprint Code listed as you will need that to schedule the appointment

Sections
✓ Personal Information
✓ Disclosure
✓ States Disclosures
✓ Fingerprint Processing Co...
✓ BACKGROUND INVESTIGA...
✓ Summary of Rights
Review Summary
Submit Forms
Confirmation

## Confirmation

You're almost finished! Please follow the additional instructions below.

### **Background Screening Appointment**

To schedule your background screening appointment, please follow the instructions below:

1. [Click Here](#)
2. If prompted Login using your ApplicationStation credentials, or Create a Fieldprint account using the Sign Up Button.
3. Enter the following to continue:
4. Follow the online instructions on the Fieldprint website, which will guide you through the process.
5. Once you have successfully scheduled, please print and review the appointment confirmation page carefully to ensure you bring the proper identification.

You can view copies of the information you have submitted:

- 📄 [Data Collection Form](#)
- 📄 [Authorization](#)
- 📄 [Disclosure](#)
- 📄 [Other Notices \(State Disclosures, Summary of Rights\)](#)

If you do not wish to view the printable copies, you can close your browser now. If you wish to view these documents at a later time, you can log back in using your username, password and ApplicationStation code.

If you would like to take a quick survey, please click [here](#).

[Back to My Forms](#)

[Log Out](#)

# Fieldprint Steps

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**Step 1:**  
Enter in the Fieldprint code that was provided at the end of Application Station process

### Reason

A Fieldprint Code is required to continue. If you do not have a Fieldprint Code, please contact the employer or organization that directed you to this website.

Fieldprint Code \*

Continue

# Fieldprint Steps

## Step 2:

Fill out personal information and select Continue

Note: *The name provided for the appointment must be your full, legal name and must match both forms of identification exactly*

**Data Collection**

- Personal Information
- Demographics
- Chase Information
- Employer

**Authorization**

- Biometric Disclosure
- FBI Noncriminal Justice Applicant's Privacy Rights
- FBI Privacy Statement and Privacy Notice

**Schedule Appointment**

**Confirmation**

### Personal Information

Please enter your personal information below.

You may skip to this section only after the previous sections have been fully completed. This screen must belong to the person attending the appointment. The name must be your full, legal name and must match both forms of identification. Your date of birth provided must also be an exact match to what is listed on the primary form of identification. Your fingerprint collection appointment will not take place if you cannot provide two forms of matching identification.

**Acceptable Forms of ID**

\* — Required Fields

First Name \*

Middle Name

Last Name \*

Suffix

**Other Names**

Are there any other names you are known by or have used (including maiden name, if applicable)? \*

Yes  No

Social Security Number \*

Confirm Social Security Number \*

Individual CRD Number

Address Line 1 \*

Address Line 2 (Suite/Apt/etc.)

City \*

State \*

Zip Code \*

Date of Birth \*

Phone \*

Alternate Phone

Email \*

Preferred Contact Method \*  Email  Phone

Appointment Reminder \*  Email  No

Cancel & Start New

Continue

# Fieldprint Steps

**Step 3:**  
Fill out required demographic information

Select Continue

**Data Collection**

- ✓ Personal Information
- Demographics**
- Chase Information
- Employer

**Authorization**

- Biometric Disclosure
- FBI Noncriminal Justice Applicant's Privacy Rights
- FBI Privacy Statement and Privacy Notice

**Schedule Appointment**

**Confirmation**

### Demographics

Please complete the following questions. This information is used to positively identify you when performing a fingerprint-based background check.

**Notice**

Fieldprint is required to provide demographic values established by the FBI and/or state and federal agencies.

**\* — Required Fields**

Citizenship\* ?

Place of Birth\* ?

City of Birth\* ?

Gender\* ?

Height\* ?  ft  in

Weight\* ?  lb

Eye Color\* ?

Hair Color\* ?

Race\* ?

# Fieldprint Steps

## Step 4:

Fill out required Chase information and select Continue

Employer Name: JPMorgan Chase

Cost Center: See Supplier for correct Cost Center **\*\*YOU MUST ENTER IN A VALID COST CENTER\*\***

Work Address: Enter in work location, if assignment requires you to work from home, can use the nearest branch or data center

Select Continue

<p><b>Data Collection</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Personal Information</li><li><input checked="" type="checkbox"/> Demographics</li><li><input type="checkbox"/> <b>Chase Information</b></li><li><input type="checkbox"/> Employer</li></ul> <p><b>Authorization</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Biometric Disclosure</li><li><input type="checkbox"/> FBI Noncriminal Justice Applicant's Privacy Rights</li><li><input type="checkbox"/> FBI Privacy Statement and Privacy Notice</li></ul> <p><b>Schedule Appointment</b></p> <p><b>Confirmation</b></p>	<h3>Chase Information</h3> <p>* — Required Fields</p> <p>Employer Name* <input type="text"/></p> <p>Cost Center (all 0's if unknown)* <input type="text"/></p> <h3>Work Address</h3> <p>Line 1* <input type="text"/></p> <p>Line 2 <input type="text"/></p> <p>State* <input type="text" value="Select one"/></p> <p>City* <input type="text"/></p> <p>Zip Code* <input type="text"/></p> <hr/> <p style="text-align: center;"><input type="button" value="Back"/> <input type="button" value="Continue"/></p>
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# Fieldprint Steps

## Step 5:

Fill out required Employer information and select Continue

Employer Name: This would be the agency that employs you

Work Address: Enter in work location, if assignment requires you to work from home, can use the nearest branch or data center

Select Continue

**Data Collection**

- ✓ Personal Information
- ✓ Demographics
- ✓ Chase Information
- Employer**

**Authorization**

- Biometric Disclosure
- FBI Noncriminal Justice Applicant's Privacy Rights
- FBI Privacy Statement and Privacy Notice

**Schedule Appointment**

**Confirmation**

### Employer

Please enter information below about your current or prospective employer, or the agency or organization that requires you to be fingerprinted.

\* — Required Fields

Employer Name\*  ?  
⚠ Please enter the Employer Name.

Address Line 1\*  ?

Address Line 2 (Suite/Apt/etc.)  ?

City\*  ?

State\*  ?

Zip Code\*  ?

Phone  ?



# Fieldprint Steps

## Step 6: Read and acknowledge the Biometric Disclosure

Select Continue

Data Collection

- Personal Information
- Demographics
- Chase Information
- Employer

Authorization

- Biometric Disclosure
- FBI Noncriminal Justice Applicant's Privacy Rights
- FBI Privacy Statement and Privacy Notice

Schedule Appointment

Confirmation

### Biometric Disclosure

**\* — Required Fields**

**State Required Biometric Information Disclosure and Authorization**

Please be advised that your fingerprints will be collected, stored, and used in connection with your contract and/or employment with organization requesting your fingerprints ("ORGANIZATION"). Such collection, storage, and use of your fingerprints may occur at any time after the company receives your written authorization, including during the hiring process, as well as during the course of your contract and/or employment with ORGANIZATION or for volunteering/licensing, as the case may be, where permitted by law ("Stated Purposes").

Your fingerprints are being collected and used in order to obtain Criminal History Record Information (CHRI) from state governments and/or agencies in connection with your contract and/or employment or volunteering with ORGANIZATION, or for licensing, as the case may be.

Your fingerprints and any information obtained using your fingerprints will be retained and stored by Fieldprint, Inc., and will be permanently destroyed minimally after three (3) years of your last interaction with Fieldprint, Inc. In some instances, we may retain your fingerprints for less than three (3) years or indefinitely, based on the requirements of our clients, which may be regulatory or otherwise. For the exact retention period for your particular purpose, please contact us at (888) 472-8918. You may view Fieldprint, Inc.'s Privacy Policy, on the retention and destruction of biometric information <https://www.fieldprint.com/privacy-policy/>.

**Authorization to Obtain and Disclose Biometric Information**

By signing below, I hereby authorize Fieldprint, Inc. to collect, store, and use my fingerprints, and further authorize Fieldprint, Inc. to disclose and use my fingerprints to obtain criminal background information in connection with my Stated Purposes.

By signing below, I further authorize Fieldprint, Inc. to share my fingerprint information, criminal results, and any other information obtained using my fingerprints with ORGANIZATION for the Stated Purposes.

By signing below, I acknowledge and agree that this authorization to obtain and disclose/share my biometric information, criminal results, and any other information obtained using my fingerprints, is valid now as well throughout the course of my contract, employment, volunteering, and/or licensing, as may be applicable, with ORGANIZATION, where permitted by law.

TO USE THIS SERVICE, YOU CERTIFY UNDER PENALTY OF LAW, THAT YOU ARE THE SAME PERSON WHO IS BEING FINGERPRINTED, WHO IS REVIEWING ALL OF THE APPLICABLE NOTICES AND COMPLETING THE APPLICABLE FORMS. IT IS STRICTLY PROHIBITED FOR ANYONE ELSE TO PROCEED FURTHER EXCEPT THE PERSON WHO IS BEING FINGERPRINTED, UNLESS YOU HAVE WRITTEN APPROVAL FOR SPECIAL CIRCUMSTANCES, SUCH AS A DISABILITY, FROM FIELDPRINT, INC. OR THE REQUESTING ORGANIZATION/AGENCY.

I agree\*

Your Full Name Renee Weber

Today's date

---

Back

Continue

# Fieldprint Steps

## Step 7:

Read and acknowledge the FBI Noncriminal Justice Applicant's Privacy Rights document

Select Continue

**Data Collection**

- ✓ Personal Information
- ✓ Demographics
- ✓ Chase Information
- ✓ Employer

**Authorization**

- ✓ Biometric Disclosure
- FBI Noncriminal Justice Applicant's Privacy Rights
- FBI Privacy Statement and Privacy Notice

Schedule Appointment

Confirmation

## FBI Noncriminal Justice Applicant's Privacy Rights

\* — Required Fields

### NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.<sup>[1]</sup> These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained. <sup>[2]</sup>
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>[3]</sup>

TO USE THIS SERVICE, YOU CERTIFY UNDER PENALTY OF LAW, THAT YOU ARE THE SAME PERSON WHO IS BEING FINGERPRINTED, WHO IS REVIEWING ALL OF THE APPLICABLE NOTICES AND COMPLETING THE APPLICABLE FORMS. IT IS STRICTLY PROHIBITED FOR ANYONE ELSE TO PROCEED FURTHER EXCEPT THE PERSON WHO IS BEING FINGERPRINTED, UNLESS YOU HAVE WRITTEN APPROVAL FOR SPECIAL CIRCUMSTANCES, SUCH AS A DISABILITY, FROM FIELDPRINT, INC. OR THE REQUESTING ORGANIZATION/AGENCY.

I acknowledge that I have read, understand, and agree to the above Statement. \*

Back

Continue

# Fieldprint Steps

## Step 8: Read and acknowledge the FBI Privacy Statement

Select Continue

**Data Collection**

- ✓ Personal Information
- ✓ Demographics
- ✓ Chase Information
- ✓ Employer

**Authorization**

- ✓ Biometric Disclosure
- ✓ FBI Noncriminal Justice Applicant's Privacy Rights
- FBI Privacy Statement and Privacy Notice

Schedule Appointment

Confirmation

### FBI Privacy Statement and Privacy Notice

\* — Required Fields

#### Privacy Act Statement

*This privacy act statement is located on the back of the [FD-258 fingerprint card](#).*

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

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TO USE THIS SERVICE, YOU CERTIFY UNDER PENALTY OF LAW, THAT YOU ARE THE SAME PERSON WHO IS BEING FINGERPRINTED, WHO IS REVIEWING ALL OF THE APPLICABLE NOTICES AND COMPLETING THE APPLICABLE FORMS. IT IS STRICTLY PROHIBITED FOR ANYONE ELSE TO PROCEED FURTHER EXCEPT THE PERSON WHO IS BEING FINGERPRINTED, UNLESS YOU HAVE WRITTEN APPROVAL FOR SPECIAL CIRCUMSTANCES, SUCH AS A DISABILITY, FROM FIELDPRINT, INC. OR THE REQUESTING ORGANIZATION/AGENCY.

I acknowledge that I have read, understand, and agree to the above Statement.\*

Back

Continue

# Fieldprint Steps

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**Step 9:**

Enter in an address to find the nearest Fieldprint location

Select Find

## Fieldprint Location

Please enter an address below to locate nearby Fieldprint® locations.

Find

 Please enter the Location.

 [Near My Home Address](#)  [Near My Employer's Address](#)

# Fieldprint Steps

## Step 10:

Choose the location that is convenient in distance

Select Find Availability

### Fieldprint Location

Please enter an address below to locate nearby Fieldprint® locations.

[Near My Home Address](#) [Near My Employer's Address](#)

17 Results for 2500 Westfield Dr. Elgin, IL 60120

Please use the options below to proceed with scheduling.

[Clear Filter](#)

Fri 5 May	Sat 6 May	Sun 7 May	Mon 8 May	Tue 9 May	Wed 10 May
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Distance  Soonest Available Time

[Open Map View](#)

**1. Fieldprint Site - PostMart**

244 South Randall Road, Otter Creek Shopping Center - South of Route 20, Elgin IL 60123-  
M TU W TH F 10:00 AM - 04:00 PM  
✓ No Additional Fees ✓ ADA Compliant ✓ Livescan  
✓ Expedited Processing ✓ Photo ✓ I9  
6.08 mi

**2. Fieldprint Site - Downtown Pro Photo**

# Fieldprint Steps

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**Step 11:**  
Choose the date and time for appointment

Select Continue


## Fieldprint Location

[Back to 17 Results](#)

## Schedule Appointment

 Fieldprint Site - PostMart, 244 South Randall Road, Otter Creek Shopping Center - South of Route 20, Elgin IL 60123-

M TU W TH F 10:00 AM - 04:00 PM

 6.08 mi 

### Notice

Once an appointment is scheduled, it may not be changed or cancelled less than 24 hours before the appointment time without incurring a charge.

\* — Required Fields

Available Date \*

May	8	2023
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Part of day \*

Morning (before 12 PM)	10:40 AM
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# Fieldprint Steps

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## Schedule Appointment

**Notice**

Once an appointment is scheduled, it may not be changed or cancelled less than 24 hours before the appointment time without incurring a charge.

**Step 12:**  
Confirm the date, time and location of appointment

Select Finish Scheduling

Date and Time:	May 8, 2023 10:40 AM
Location:	 Fieldprint Site - PostMart 244 South Randall Road, Otter Creek Shopping Center - South of Route 20, Elgin IL 60123-

Back

Finish Scheduling

# Fieldprint Steps

## What to Bring to Your Appointment?

### Notice

Original Documents are required. Photocopies will not be accepted.

- Please provide your appointment number to the technician at the time of your appointment. You may print this appointment confirmation page or bring with you via phone or email.
- For purposes of confirming your identity for your appointment, you must present one form of a current, valid, unexpired government-issued photo ID.

If you do not bring two valid, unexpired, acceptable forms of ID, your appointment cannot be completed. The name provided for the appointment must match both forms of identification and the date of birth must be on the primary form of ID, and must match exactly.

## Identification required to complete your appointment

### Primary ID for Fingerprinting

- State-Issued driver's license
- State-issued non-driver identity
- U.S. Passport / Passport Card
- Military Identification Card
- DOD Common Access Card
- Work Visa w/ photo
- Global Entry Card
- Native American Tribal ID Card
- Permanent Resident Card (I-551)
- I-766 Employment Authorization Card
- Foreign Passport
- Foreign Driver's License

### Secondary ID for Fingerprinting

- State-Issued driver's license
- State-Issued non-driver identity
- U.S. Passport / Passport Card
- Military Identification Card
- Bank Statement/Paycheck Stub
- Utility Bill / Insurance Card
- Credit Card/Debit Card
- Marriage Certificate
- Birth Certificate
- School ID w/ Photograph
- Social Security Card
- Vehicle Registration/Title
- Voter Registration Card
- US Dept of Veteran Affairs Card
- Draft Record
- Transportation Worker ID Credential (TWIC Card)
- Certificate of Citizenship
- Certificate of Naturalization
- Native American Tribal ID Card
- Permanent Resident Card (I-551)
- DOD Common Access Card
- Work Visa w/ photo
- Global Entry Card
- I-766 Employment Authorization Card
- Foreign Passport
- Foreign Driver's License

## Reschedule or Cancel Renee Weber Appointment (#15813242)

Please note that once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge. If you need to reschedule your appointment or cancel, please click the corresponded button below or call [877-614-4364](tel:877-614-4364).

If you decide to reschedule your appointment in the future, please return to [schedule2.fieldprint.com](https://schedule2.fieldprint.com), log in as an existing user, and click on the Reschedule button to make a new appointment.

Cancel Appointment

Reschedule


## Step 13:

You will receive a confirmation notification as well as some instructions on what you need to bring to the appointment

Date and Time:

Monday, May 8, 2023 10:40 AM

Location:

 Fieldprint Site - PostMart  
244 South Randall Road, Otter Creek Shopping Center - South of Route 20,  
Elgin IL 60123-



## Need Assistance?

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For technical issues regarding your Demographic Profile Application, please contact: Application Station Help: 1-888-291-1369 ext. 2006

For technical issues regarding your fingerprint appointment, please contact: Fieldprint Help: 1-877-614-4362

For general questions, please contact the JPMC Global Workforce Screening Team: [GWS.Contingent.Workers@chase.com](mailto:GWS.Contingent.Workers@chase.com)