

# FBI Report Instructions

## FBI Background Check - \$50

You will submit the information and make the application online, then choose a fingerprinting location. The report will be available for download within 24 hours.

## Step 1 - Create Account Profile

1. Go to [www.fieldprintusa.com](http://www.fieldprintusa.com). Choose **Schedule an Appointment**, then **Sign Up**.
2. Complete the Create Account section. Please use your personal email and phone. Write down the security answers as you will need them to log in later.
3. You will be emailed an 8-digit confirmation PIN to check the email address. Enter the PIN and continue.

UNDER REVIEW: Fieldprint may pause your application midway through the process. This happens sometimes if they already have your email or information on file. They will say your application is "under review." Usually, if you log in a few hours later or the next day, you will be able to proceed with the application.

If you are locked out for more than 48 hours, please contact our office for assistance.

## Step 2 - Create Application / Book Fingerprinting

1. Continue with the application (or log back in if you were under review), and complete all of the questions.
  - a. Please enter the address on your driver's license.
  - b. For the Purpose of Application, select "Immigration or Live/Work in Another Country."
  - c. For "Is this request for employment, licensing, or an apostille, select NO.
2. After answering the questions, the website will help you schedule your appointment. Pick the soonest one available.
3. Pay the \$50 fee by credit card.

**Once you have submitted the application, scheduled your appointment, and paid the fee, you will get an email confirmation.**

Often, once the appointment is booked and in the system, you can go for fingerprinting sooner, as long as it is within the fingerprinting location's business hours.

## Step 3 - Attend Fingerprinting Appointment

1. Don't forget your ID.
2. This appointment should take about five minutes, and there will be no additional charge.

## Step 4 - Retrieve Your Report

1. Your report will be available to download by the next day.
2. Log back in. In the box with info about your appointment, click "View Results."
3. You will be emailed a download PIN. The code is only valid for a short period, so please try to download the report ASAP. You can get a new PIN if needed.
4. The report can only be opened ONE TIME, so please only open it on your laptop, not your phone, so you can SAVE the PDF to your desktop. If you do not have a laptop/desktop computer, contact the office so we can assist you in getting your report.
5. Once you've downloaded the report, please email the PDF to [info@mundiallaw.com](mailto:info@mundiallaw.com).

### About Mundial Law

Mundial Law is a boutique law firm that works with entertainment professionals from around the world to solve their Canadian immigration challenges, including obtaining criminal inadmissability waivers (temporary resident permits) and rehabilitation, work permits for film and television, entry visas for people from visa-required countries, and electronic transit authorizations (eTAs).

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