

These instructions are intended for in school and construction contractors only.

Cab Companies, Employees, Student teachers, and Interns have different steps.

Step 1: Submit PPS fees and forms

- A. Pay PPS background check/fingerprinting fee online: [Checkout](#)
 - a. If an applicant is fingerprinted at a different location and has not prepaid our portion of the background and fingerprint costs we will not issue a badge or clearance of any kind.
- B. Complete PPS Criminal History Verification Form: [Security Services / Forms & Publications](#)
 - a. Incomplete forms will not be processed.
 - b. Please give complete addresses when you are able. At minimum, you must enter the city, state and zip code of where you have resided in the last 10 years.
- C. Email the receipt and a pdf of the criminal history form to: backgroundcheck@pps.net
 - a. **Subject line should include applicant's name**
 - b. In the body of the email give the name of the company you work for, what PPS department is contracting your work, and any other pertinent information you want us to know.

Step 2: Fingerprint Appointments

- A. Once your initial background clears, we will reply with a special Fieldprint code to schedule a fingerprint appointment at any Fieldprint site.
 - a. Our office is closed, do not attempt to sign up for the 501 Dixon location.
 - b. Common mistakes that we cannot fix after you have completed your appointment that will void your submission:
 - i. You must give a specific job type or title or the state will reject the fingerprint information and will not refund any of the fees collected.
 - ii. Read the criminal history questions carefully. Answer truthfully. Follow the hyperlink in the questions to see if you have a disqualifying conviction.

Fieldprint charges a \$12.50 fee. This is separate from the PPS charge.

Step 3 Photo and badge pick up

- A. Use the link that was sent with the Fieldprint code to schedule a time for your photo.
- B. Do not schedule a photo appointment time prior to being fingerprinted.