

# OREGON BOARD OF LICENSED PROFESSIONAL COUNSELORS AND THERAPISTS

## Fingerprinting Instructions

*Note that Fieldprint, Inc. charges a separate fee for their fingerprint capture services. The background check fee charged by the Oregon State Police and the FBI is included with the application fee.*

### How to schedule your fingerprinting appointment:

- 1) Visit [www.FieldprintOregon.com](http://www.FieldprintOregon.com)
- 2) Click on the “Schedule an Appointment” button.
- 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 following “Fieldprint Code”: FPLicProfCounTherapists
- 5) Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
- 6) At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.
- 7) If you have any questions or problems, you may contact Fieldprint’s customer service team at 877-614-4364 or [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com).

Your background check results will be automatically sent to the Board’s office. You may login to the [Applicant Portal](#) to check if we have received the results. If you have any questions about this process, please refer to the Board [website](#) or contact our office at [lpct.board@mhra.oregon.gov](mailto:lpct.board@mhra.oregon.gov).