The Center for Suitability and Personnel Security (CSPS) will notify the company point of contact (CPOC) and contracting officer's representative-contracting officer's technical representative (COR-COTR) if/when Social Security Administration (SSA) contractor personnel require fingerprinting (FP) for suitability to work on an SSA contract. This document outlines the steps for completing the FP requirement, once requested.

***Failure to follow the chronological process, as detailed in the*** [***Security and Suitability Business Process Guide***](https://www.ssa.gov/oag/acq/ASC_2352_204-1_Security_and_Suit_Reqrmts_Post_10012017/Links%20for%20Agency%20Specific%20Clause%202352_204-1%20Post%2010012017.htm) ***, will result in delays and/or contractor personnel not allowed to work on contracts.***

To schedule a FP appointment, please follow these instructions:

1. Visit <https://schedule.fieldprint.com>.
2. Enter an email address under “New Users/Sign Up” and click the “Sign Up” button.
3. Follow the instructions for creating a Password and Security Question, then click “Sign Up”.
4. Enter the code: FPSSAContractEmp.
5. Enter the required demographic information (necessary for SSA’s submission to the Federal Bureau of Investigations).
6. Enter SSA contract/award number (contact your company point of contact (CPOC) to confirm your SSA contract/award number).
7. Enter your employer information (i.e. the company awarded an agreement to perform work on behalf of SSA).
8. Schedule a FP appointment at the location of your choosing.
	1. We highly recommend selecting a location with LiveScan availability for electronic FP (see sample LiveScan symbol below). Within minutes of your appointment, SSA will have secure, electronic access to your electronic FP.



1. Selecting a location without LiveScan availability will require mailing FP cards to SSA, which will result in delays. If you do not select a LiveScan location on the site above, you may also request FP cards from your COR-COTR. Note: Although the cards from your COR-COTR are free, many FP locations (e.g., police stations) will charge a higher rate (e.g., $40) to process FPs on the hardcopy FP cards. When mailing FP cards to SSA, please ensure the envelope includes a completed “[Contractor Personnel Suitability Cover Sheet – Fingerprint Cards](https://www.ssa.gov/oag/acq/ASC_2352_204-1_Security_and_Suit_Reqrmts_Post_10012017/Links%20for%20Agency%20Specific%20Clause%202352_204-1%20Post%2010012017.htm)”. See the Cover Sheet for the proper mailing address.
2. As applicable, enter payment of $16.50 for your LiveScan appointment.
3. At the end of the scheduling process, print the Confirmation Page. Take the Confirmation Page with you to your appointment. With your appointment confirmation, you will also receive instructions for bringing two forms of identification with you to your appointment.
4. If you have any questions or problems regarding your FP appointment, contact the customer service team at 877-614-4364 or customerservice@fieldprint.com.