**PURPOSE:** *Used to notify an applicant that their e-QIP has been released to OPR and the applicant is required to provide Fingerprints.*

**TITLE:** Notice of Release to OPR – FP Required

**SUBJECT:** CBP HIRING NOTICE: Background Investigation Status – Fingerprints Required

**MESSAGE BODY:**

Dear **[ApplicantName]** (**[HiringSystemID]**),

We are contacting you regarding the required background investigation for the **[PositionTitle]** position with U.S. Customs and Border Protection (CBP). Thank you for completing your background investigation packet. Your e-QIP has been submitted to the Office of Professional Responsibility (OPR) for review**.** In order for your background investigation to proceed, you are required to provide fingerprints.

**ACTION REQUIRED**

You must schedule and attend a fingerprint appointment by following the directions below. **This must be completed within fifteen (15) days of this notice.** Failure to comply with this deadline may result in the cancelation of **your investigation and the withdrawal of your** tentative **offer of employment.**

**INSTRUCTIONS TO SCHEDULE A FINGERPRINT APPOINTMENT**

1. Access the fingerprint scheduling site by visiting: <https://schedule.fieldprint.com>

***Note: Type the address in your browser’s address bar if the link does not work.***

**2.** Enter an email address under “New Users/Sign Up” and select the “Sign Up” button.

3. **Follow the instructions for creating a password and security question and Select “Sign Up and Continue”.**

**4. Enter the following code:**

* **FP-CBP-HRM-CBPO**
* **FP-CBP-HRM-BPA**
* **FP-CBP-HRM-AGS**
* **FP-CBP-HRM-AMO**

***[Delete non-applicable codes]***

5. Enter the contact and demographic information (this is an FBI requirement) and schedule a fingerprint appointment at the location of your choosing.

6. Once the scheduling is complete, print the confirmation page. You must bring the following items with you to your appointment:

* Confirmation page from the scheduling website.
* Two forms of identification (see the fingerprint scheduling website for acceptable forms of identification).

7. If you have questions or problems related to scheduling an appointment, you may contact the fingerprint scheduling customer service team at: (877) 614-4364 or customerservice@fieldprint.com.

**IMPORTANT INFORMATION**

* Providing fingerprints, as directed above, is a mandatory requirement. Having provided fingerprints in the past to CBP or any other government agency, by this or any other process, does not exempt you from this requirement.
* During the course of your investigation you may be contacted by OPR to provide additional information.
* While your case is in process with OPR, your status on the CBP Jobs website or application (<https://careers.cbp.dhs.gov/hrm/>) will not change until a final suitability decision is reached.
* Your case manager will not have specific information on the status of your background investigation until it is completed by OPR.

Thank you for your interest in a career with U.S. Customs and Border Protection.

How are we doing? We’d love to hear from you!