



**STATE OF HAWAII  
DIVISION OF FINANCIAL INSTITUTIONS  
DEPARTMENT OF COMMERCE & CONSUMER AFFAIRS**

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**FINGERPRINTING INFORMATION AND INSTRUCTIONS  
DIRECT ALL QUESTIONS REGARDING THESE INSTRUCTIONS TO  
THE DIVISION OF FINANCIAL INSTITUTIONS**

**GENERAL INFORMATION ABOUT FINGERPRINTING**

*The following information applies to Mortgage Loan Originators (MLO), Mortgage Loan Originator Companies (MLOC), Money Transmitters (MT) and Escrow Depositories (ED). Please call DFI for information regarding fingerprinting for banks and other institutions regulated under Chapter 412, Hawaii Revised Statutes (HRS).*

- Your fingerprints will be used to conduct a Hawaii criminal record check, and a federal criminal record check. When the records checks are completed, DFI will receive a copy of the individual's criminal history, if any. The information will be used to make a determination about the individual's qualification for licensure or qualification to serve as a director, officer, etc. of an applicant or licensee.
- DFI is prohibited from using criminal history results that were submitted to DFI before an application for license or charter was received by DFI. Fingerprint results received by DFI before the date of application will not be used. In such cases, the applicant will be advised to resubmit the fingerprints.

**Use of Criminal History Information**

If there is a criminal history, the matter will be reviewed by DFI pursuant to applicable HRS to determine whether there is a basis for a possible denial of the application. DFI will contact the applicant regarding any information needed to assess an individual's eligibility as an officer, director, etc. with an applicant or licensee.

Denial of Application – If DFI makes an initial determination that the application should be denied based on the criminal history of any of the proposed officers, directors, etc., DFI will follow the due process steps outlined in the applicable HRS. The applicant will receive a denial letter, which advises the applicant of his/her right to appeal DFI's determination.

**FINGERPRINTING**

**Requesting fingerprinting during the NMLS filing**

DFI uses NMLS for licensing Mortgage Loan Originators (MLO), Mortgage Loan Originator Companies (MLOC), Money Transmitters (MT) and Escrow Depositories (ED). When submitting your filing in NMLS, you will be directed to Fieldprint. You must request both a federal and State of Hawaii criminal background check (CBC).

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- **Reminder:** Do not schedule an appointment with Fieldprint until after the application for license has been filed with DFI through NMLS. DFI will not use criminal history results that were submitted to DFI before an application for license was received by DFI. Results received by DFI before the date of application cannot be used. In such cases, the applicant will be advised to resubmit the fingerprints.

### **Requesting Fingerprinting Outside of NMLS**

If the necessary Hawaii CBC was not requested during your NMLS filing, you must go to <https://www.fieldprinthawaii.com>. to request fingerprinting for a Hawaii CBC. At that time, you will be asked to provide the appropriate industry code.

Type of License	Fieldprint Code
Money Transmitter	HI-DCCA-MT
Mortgage Loan Originator (MLOs); Company (MLOCs); or Servicer (MS)	HI-DCCA-MB
Escrow Depository	HI-DCCA-ED

Note: You must use the appropriate Fieldprint code for the industry license for which you are applying. Failure to use the proper code will result in your fingerprints and CBC being unusable.