
Fingerprinting for Security Clearances

Who requires prints?

Initial/Upgrade investigations always require fingerprints. Periodic reinvestigations do not, unless the government specifically requested them.

When does ESSS request fingerprints?

ESSS will request fingerprints once the security clearance paperwork has been approved.

How long does ESSS provide for prints to be completed?

ESSS provides 5 business days for fingerprints to be completed.

How long can fingerprints be retained?

Fingerprints are considered valid for only 120 days from the date taken. For this and for privacy reasons, ESSS does not retain fingerprints after an investigation closes.

What type of fingerprint cards are accepted?

The only card accepted for industry applicants is the FBI FD-258 Applicant card.

Is there a Charge Number available for fingerprinting?

There is no charge number for site security to assist NG employee/candidates not under their CAGE. Site Security may contact their sector Director for questions on this topic.

Who Requires Fingerprints for SCI access?

Initial Special Access request with no previous SSBI require fingerprints.

Periodic reinvestigations do not require fingerprints, unless the government specifically requested them.

Fingerprints will be obtained during the subject interview. If the investigator does not have fingerprinting capabilities, they may request that the site security obtain hard copy fingerprint (HC FP) cards (FBI FD-258).

Where to go for Fingerprinting?

FieldPrint (Preferred Method): Northrop Grumman uses a vendor (FieldPrint) for fingerprint capture. The instructions in your email notification will give you the code required to make an appointment for fingerprints.

Arrange for fingerprints to be taken by our service provider. Instructions to make that appointment on the website are found here: <https://www.fieldprintswft.com/>. It will be necessary to provide a code: FPNGC-XXXXX to the vendor when you arrive for fingerprinting.

This code will be provided in the email you receive.

If prints will be Hard Copy

- Subject will register on the FieldPrint site and provide their address. They will select a site indicated by “**”. These sites are not FieldPrint locations, but they act as place holders. They do not schedule an appointment at this location, they will select the option to have cards mailed to them.
- FieldPrint will mail a packet with (2) FD258 fingerprint cards and a prepaid return envelope for the applicants to return the completed cards to FieldPrint.
- If you are near a military installation or federal building, you may be able to schedule an appointment with them to take fingerprints.
 - If prints are digital, please email ESSS to let us know once you have had your fingerprints taken. In the Subject line of the email include your Last Name, MyID, and Prints taken at military installation. Military Installations should use the following confirmation when capturing the prints:
 - eApp case# (your # found on your ESSS notices)
 - SON: 346W
 - SOI: DD03
 - IPAC: 97008801

Can ESSS provide international fingerprint support?

1. YES! Schedule a fingerprint appointment at any Local US FieldPrint site for 3 months in advance. This will act as a placeholder providing an order to scan their fingerprint cards into the system to create the file. FieldPrint does not provide the cards unless the applicant provides a shipping label for ESSS to ship a packet to them.
2. Brings the cards to a location overseas that is able to obtain the fingerprints. Complete the demographic information including signature / date in black ink on FD258 cards.
3. Send the cards to FieldPrint at the following address: FieldPrint- 12000 Commerce Parkway Suite 100, Mount Laurel, NJ 08054

**Please include the scheduling confirmation received when creating the appointments along with the completed cards so the FieldPrint shipping team can attach it to the appropriate order in the system.