



National Fingerprint Collection Clearinghouse

www.natacompliance.com

EMPLOYEE USER MANUAL





NFCC Users Manual for Employees



EMPLOYEE INSTRUCTIONS FOR ENROLLMENT AND COMPLETION OF PAPERWORK

To complete the paperwork needed to have fingerprints collected, go to www.natacompliance.com. This will take you to the page below. Click on the “Member Login” located in the blue bar near the top of the page. You will need your User ID and Password that were given to you by your Designated Employer Representative (DER).

NFCC
National Fingerprint Collection Clearinghouse

Fingerprint Collection

HOME LOGIN CONTACT US HELP

Member Login

Login to enter the Secure Area Here.

Username:

Password:

Submit Clear

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Enter your User ID number and Password in the appropriate boxes and then click “Submit”.



NFCC Users Manual for Employees




The screenshot shows the NFCC website interface. At the top, there is a navigation bar with the NFCC logo, the text "National Fingerprint Collection Clearinghouse", and the title "Fingerprint Collection". Navigation buttons for "HOME", "LOGOUT", "CONTACT US", and "HELP" are visible. A sidebar on the left contains "MEMBER SERVICES" with links for "Fingerprint Collection" and "Find a Collector". The main content area features a red banner for "Fingerprint Collection" and a sub-header for "Employee Application". A welcome message for "Ron Saunders" is followed by a disclaimer. Below the disclaimer is a form with "Yes" and "No" radio buttons for agreement. At the bottom, there are links for "Terms and Conditions of Use", "Privacy Statement", and "Email Webmaster", along with a copyright notice and a VeriSign Secure Site logo.

In order to proceed, you must agree to provide true, complete and correct information. If you agree, click on “Yes”. If you have any concerns regarding the attestation, please contact your Designated Employer Representative (DER).



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NFCC
Fingerprint Collection

HOME LOGOUT CONTACT US HELP

MEMBER SERVICES
Fingerprint Collection
Find a Collector

Fingerprint Collection
Employee Application

Please fill in the missing information in the form below:

NOTE: ONCE YOU GENERATE AND PRINT THE CUSTODY AND CONTROL FORM, YOU WILL NOT BE ALLOWED TO EDIT YOUR PERSONAL INFORMATION, so please make sure all of your information is correct before you print out the forms.

Company: Sagem Morpho test
 1145 broadway plaza
 tacoma, wa 98467
 (* Required Field)

*Last Name:

*First Name:

*Middle Name:

Alias:

*SSN: - -

*Date of Birth: (mm/dd/yyyy)

*Place of Birth: (city.state)

*State/Country of Residence:

*Citizenship:

*Sex:

*Race:

*Height: feet inches

*Weight: lbs.

*Eye Color:

*Hair Color:

All of the items marked with a red asterisk must be filled in. This information is required to be put on the fingerprint card that is submitted to the Federal Government. Wherever there is a blue box, you may click on it to find the appropriate information to enter. Once you have completed filling in the required information, click on "Submit" to print the forms.



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NFCC Fingerprint Collection
National Fingerprint Collection Clearinghouse

HOME LOGOUT CONTACT US HELP

MEMBER SERVICES
Fingerprint Collection
Find a Collector

NATA
National Air Transportation Association
The Voice of Aviation Business

National Air Transportation Association
NATA
COMPLIANCE SERVICES

Fingerprint Collection
Employee Application

Your Form is now complete.

The next step is to generate and print the Custody and Control forms, and take them to an authorized Collector.

NOTE: ONCE YOU GENERATE AND PRINT THE CUSTODY AND CONTROL FORM, YOU WILL NOT BE ALLOWED TO EDIT YOUR PERSONAL INFORMATION, so please make sure all of your information is correct before you print out the forms.

Generate Printable Forms

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VeriSign Secure Site
Click to verify

Once you have verified that all of the information is accurate, click on “Generate Printable Forms”. Click on each page to print the forms.

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National Air Transportation Association
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National Air Transportation Association
NATA
COMPLIANCE SERVICES

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Employee Application

INSTRUCTIONS: Please generate and print all five pages below:

NOTE: In order to have your fingerprints taken, you must bring two forms of identification for the Certified Collector to view; one must be a government issued ID and one must contain a photo. (Examples: driver's license and passport; driver's license and pilot's license).

Generate Form - Page 1
Generate Form - Page 2
Generate Form - Page 3
Generate Form - Page 4
Generate Form - Page 5

[Find a Collector](#) in your area

VeriSign Secure Site
Click to verify

If you have trouble printing the entire form, check the margins that have been set for the printer you are using and reset them to allow for minimal margins. Do not mark on the forms that you have printed. Take the forms, along with two forms of Identification (one of which must be Government issued and one of which must have your picture) to the appropriate collector.



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If you are using a NATA Certified Collector, click on “Find a Collector” in the blue box near the top left side titled “Member Services”.

NFCC National Fingerprint Collection Clearinghouse

Fingerprint Collection

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MEMBER SERVICES

- Fingerprint Collection
- Find a Collector

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National Air Transportation Association
NATA
COMPLIANCE SERVICES

VeriSign Secure Site
click to verify

Fingerprint Collection

FIND A COLLECTOR

The following states have collectors available:

Colorado

Get List

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Click on the blue box with the arrow in it to find the state, then click on the City.

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Fingerprint Collection

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NATA
COMPLIANCE SERVICES

VeriSign Secure Site
click to verify

Fingerprint Collection

FIND A COLLECTOR

Search Results:

Location	Airport Code	City
TAC Air	APA	Englewood, CO

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Company:	TAC Air
Address:	Centennial Airport 7425 South Peoria Street Englewood CO, 80112
Contact:	Dennis Fria
Phone:	303-790-2575
Hours:	Monday: 9:00 am to 3:00 pm Tuesday: 9:00 am to 3:00 pm Wednesday: 9:00 am to 3:00 pm Thursday: 9:00 am to 3:00 pm Friday: 9:00 am to 3:00 pm Saturday: Closed Sunday: Closed
Additional Notes:	This is a full service FBO.

At the bottom of the page, there are links for "Terms and Conditions of Use", "Privacy Statement", and "Email Webmaster". Copyright information for 2002 is also present.

The collector information will indicate the days and hours of availability, location, and phone number. In some cases, collectors will require you to set up an appointment. This information is located in the “Additional Notes” section.

If you have any questions or in need of assistance, please call

800.788.3210