National Fingerprint Collection Clearinghouse

www.natacompliance.com

EMPLOYEE USER MANUAL

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).

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

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).

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.

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

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.

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".

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

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