

## How to Verify and Update Your FINRA CRD Record

It is extremely important that the information in your FINRA CRD record matches the FBI and FINRA required information that you provide for your fingerprint submission. Your fingerprint submission information will be compared with the FINRA CRD record prior to FBI submission, and if there is a mismatch, your fingerprint submission will be rejected.

If you have ever been fingerprinted for the Securities Industry through FINRA and filled out Form U4, you should have a CRD record.

To review your CRD record, log in to Financial Professional Gateway (FinPro) or create an account.

FinPro allows you to:

- View your CRD record
- Notify your firm when you have reviewed your CRD record, and confirm whether or not updates are needed  
*(firm must enable Attestation feature in FINRA Gateway)*
- Enter information in Form U4  
*(firm must select "Allow Rep Edits" in CRD)*
- Schedule an exam
- Take your CE session
- Review and download the last Form U5 filed on your record
- Receive email notifications

### Account & Instructions

Log in to FinPro or create an account:

<https://www.finra.org/registration-exams-ce/finpro>

Instructions on how to create an account:

[https://www.finra.org/sites/default/files/2019-09/FinPro\\_Guide.pdf](https://www.finra.org/sites/default/files/2019-09/FinPro_Guide.pdf)

You will need your CRD number for identification. If you do not remember your CRD number, you can look it up using your name, firm information, and location on FINRA's BrokerCheck: <https://brokercheck.finra.org/>

Once you have logged in to FinPro, please review your CRD information. Particularly ensure that your name (first and last name), date of birth and Social Security Number (SSN) are up to date, reflects the information you will provide for fingerprinting, and matches your current identity documents (that you will present during fingerprinting to validate your identity). For the FBI list of acceptable identity documents, please go here: <https://sterlingidentity.com/id-documents/>. Also, ensure that you use your individual CRD number for the fingerprint submission as it appears in your CRD record.

If any information is incorrect, contact your firm and follow the directions in FinPro to update your record. Your firm will need to confirm your record update. Once all your information is corrected, you can use the updated information for your fingerprint submission.

If you have never been fingerprinted for the Securities Industry through FINRA and have not filled out Form U4, you will not have a CRD record. Once the results from your fingerprint submission are received by FINRA, your CRD record will be created. It is important that you provide accurate and updated information for your fingerprint submission, and ensure it matches your current identity documents exactly. We recommend that you create a FinPro account after you start with your new firm to manage your FINRA CRD record.