

Fieldprint

How to register for an appointment
to be fingerprinted

Things to know before you begin

- You will be asked for the following:
 - name
 - phone number and email
 - current address
 - social security number
 - citizenship
 - place of birth
 - out of state addresses, if you lived out of state in the past 5 years
 - Fieldprint code
 - Facility code
- Have this information handy before you begin your registration.

Go to <https://fieldprintvirginia.com/> and click “Schedule an Appointment”

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Already have an appointment?
[Login](#)

Fieldprint® Fingerprinting
Serving Virginia

fieldprint
The Largest Livescan
Network in Virginia

Simple. Safe. Secure.

- ✓ Quick, easy scheduling
- ✓ Convenient locations
- ✓ Fast, professional fingerprint collections

[Schedule an Appointment](#)

- » [How It Works](#)
- » [Our Locations](#)
- » [FAQs](#)
- » [About Fieldprint](#)

Fieldprint's fingerprinting process is quick, easy and convenient!

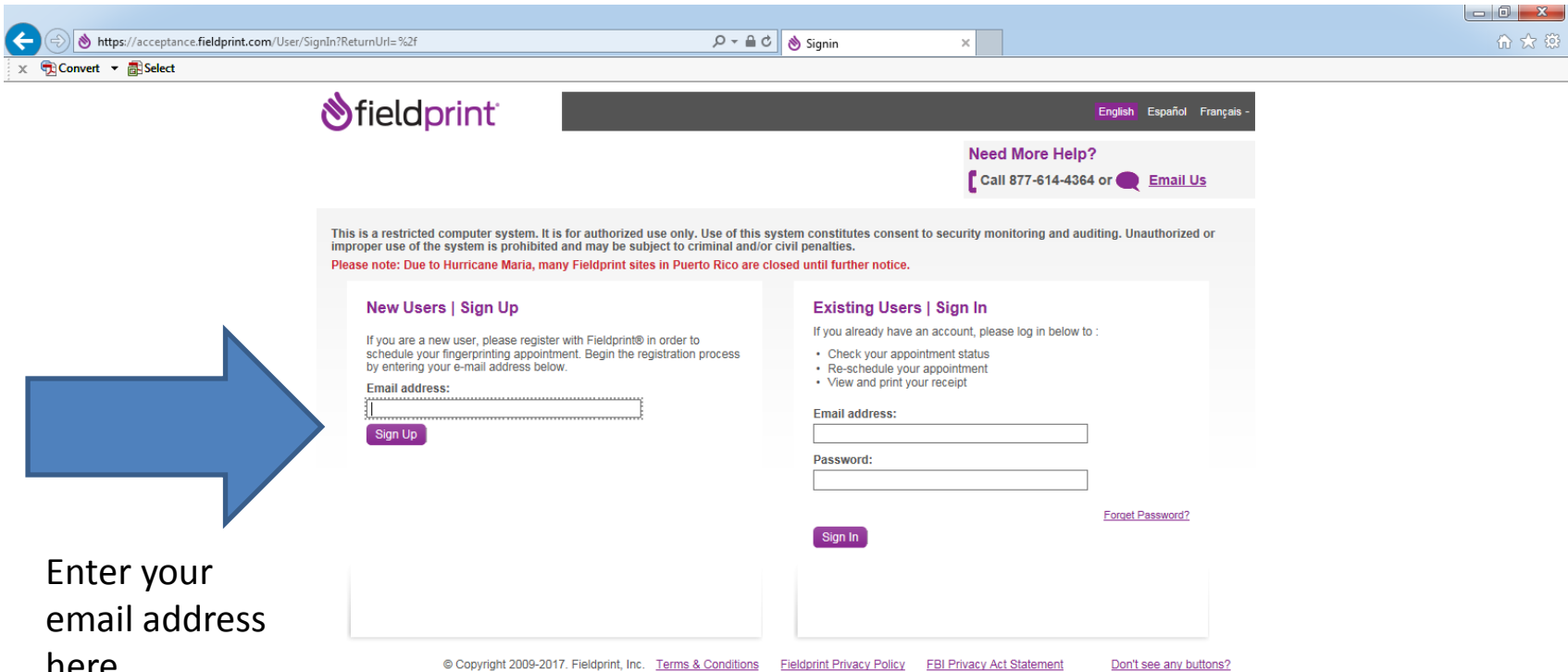
- 1 Schedule Your Visit**
Sign in to our secure system to schedule your fingerprinting appointment at a convenient site near you.
- 2 Attend Appointment**
Visit our professional collection location and have your fingerprints scanned electronically.
- 3 Get Results Fast!**
We submit your fingerprints to the state electronically, so your results are returned quickly.

Applicants - Get started today! It's easy to [schedule an appointment](#).

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[Home](#) | [Glossary](#) | [History of Fingerprinting](#) | [Site Map](#) | [Legal / Privacy](#) | [Contact Us](#)

Create an Account



https://acceptance.fieldprint.com/User/SignIn?ReturnUrl=%2f

fieldprint

English Español Français

Need More Help?
Call 877-614-4364 or Email Us

This is a restricted computer system. It is for authorized use only. Use of this system constitutes consent to security monitoring and auditing. Unauthorized or improper use of the system is prohibited and may be subject to criminal and/or civil penalties.
Please note: Due to Hurricane Maria, many Fieldprint sites in Puerto Rico are closed until further notice.

New Users | Sign Up

If you are a new user, please register with Fieldprint® in order to schedule your fingerprinting appointment. Begin the registration process by entering your e-mail address below.

Email address:

Sign Up

Existing Users | Sign In

If you already have an account, please log in below to :

- Check your appointment status
- Re-schedule your appointment
- View and print your receipt

Email address:

Password:

Sign In

[Forget Password?](#)

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Enter your
email address
here

Create a password and security question

The screenshot shows a web browser window with the URL <https://acceptance.fieldprint.com/User/SignUp>. The page features the Fieldprint logo and a navigation bar with language options: English, Español, and Français. A help section offers assistance via phone (877-614-4364) or email. The main content area is titled "Sign Up" and includes a security notice: "We value your personal information and keeping it secure at ALL times. Your information is saved as you complete each step. You can log in and continue at any time." Below this, instructions state: "To register with Fieldprint®, please enter the password you would like to use below, along with a security question and answer. All of the following fields are required." The "Password Rules" section lists: "Must be 8 to 16 characters long", "Must contain at least one capital letter, one lowercase letter, one number and one special character (@#%*?.,_+!~=:{}|;)", "May not be the same as your current password", "May not contain the phrase 'password' or match any on Fieldprint's 'banned' password list", "May not be the same as a password you have used in the last 14 days", "May not be the same as any of your last 12 passwords used", "May not contain your username", and "Is case sensitive". The form fields are: "Password you would like to use" (text input), "Re-type Password" (text input with a help icon), "Security Question" (text input with a help icon), "Answer to your Security Question" (text input with a help icon), and "Contact Email Address" (text input with a help icon). A "Sign Up and Continue" button is at the bottom of the form. The footer contains copyright information (© Copyright 2009-2017, Fieldprint, Inc.) and links to "Terms & Conditions", "Fieldprint Privacy Policy", "FBI Privacy Act Statement", and "Don't see any buttons?".

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English Español Français

Need More Help?
Call 877-614-4364 or Email Us

Sign Up

We value your personal information and keeping it secure at ALL times. [Privacy Statement](#) Your information is saved as you complete each step. You can log in and continue at any time.

To register with Fieldprint®, please enter the password you would like to use below, along with a security question and answer. All of the following fields are required.

Password Rules
Must be 8 to 16 characters long
Must contain at least one capital letter, one lowercase letter, one number and one special character (@#%*?.,_+!~=:{}|;)
May not be the same as your current password
May not contain the phrase "password" or match any on Fieldprint's "banned" password list
May not be the same as a password you have used in the last 14 days
May not be the same as any of your last 12 passwords used
May not contain your username
Is case sensitive

Password you would like to use

Re-type Password
 ?

Security Question
 ?

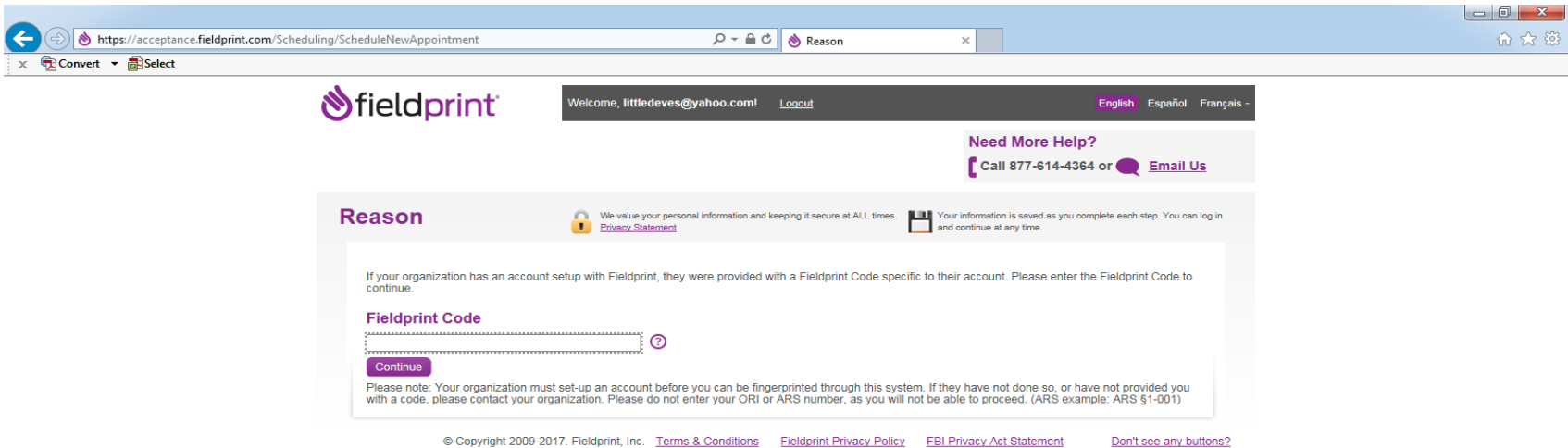
Answer to your Security Question
 ?

Contact Email Address
 ?

[Sign Up and Continue](#)

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Enter your Fieldprint Code



The screenshot shows a web browser window with the URL <https://acceptance.fieldprint.com/Scheduling/ScheduleNewAppointment>. The page header includes the Fieldprint logo, a user greeting "Welcome, littledeves@yahoo.com!", a "Logout" link, and language options for English, Español, and Français. A "Need More Help?" section offers a phone number (877-614-4364) and an "Email Us" link. The main content area is titled "Reason" and contains the following text: "If your organization has an account setup with Fieldprint, they were provided with a Fieldprint Code specific to their account. Please enter the Fieldprint Code to continue." Below this is a text input field labeled "Fieldprint Code" with a question mark icon to its right. A "Continue" button is positioned below the input field. A note at the bottom of the form states: "Please note: Your organization must set-up an account before you can be fingerprinted through this system. If they have not done so, or have not provided you with a code, please contact your organization. Please do not enter your ORI or ARS number, as you will not be able to proceed. (ARS example: ARS §1-001)". The footer contains copyright information and links to "Terms & Conditions", "Fieldprint Privacy Policy", "FBI Privacy Act Statement", and "Don't see any buttons?".

Your Fieldprint Code is specific to your facility. It identifies which program you are working with and what type of applicant you are.

Providers should have received an email from the Office of Background Investigation with your Fieldprint Codes.

If you do not have a code, check with your employer.

If you are the provider and do not have the code, contact OBI at 804-726-7884.

Personal Information

The screenshot shows a web browser window with the URL <https://acceptance.fieldprint.com/Scheduling/PersonalInformation>. The page header includes the fieldprint logo, a welcome message for `deborah.eves@dss.virginia.gov!`, and language options (English, Español, Français). A progress bar shows three steps: 1. Data Collection (active), 2. Time and Location, and 3. Confirmation. A help section offers a phone number (877-614-4364) and an [Email Us](#) link.

The main content area is titled "Personal Information" and includes a privacy notice: "We value your personal information and keeping it secure at ALL times. Your information is saved as you complete each step. You can log in and continue at any time." Below this, a note states: "NOTE: The information entered on this screen must belong to the person being fingerprinted. The name provided for the appointment must match both forms of identification and the date of birth must be on the primary form of ID, and must match exactly. Your appointment will not be completed if you cannot provide two forms of matching IDs."

The form is divided into two sections: "Acceptable Forms of ID" and "Aliases".

Acceptable Forms of ID: This section contains four input fields: "First Name:" (with a blue arrow pointing to it from the text "Enter your full name here"), "Middle Name:", "Last Name:", and "Suffix:" (a dropdown menu with "Select.....").

Aliases: This section contains another set of four input fields: "First Name:", "Middle Name:", "Last Name:", and "Suffix:". Below these is a purple button labeled "+ Add another name" with a question mark icon. A blue arrow points to this button from the text "You can add additional names here".

Other fields: A "Social Security Number:" field is located at the bottom of the form.

Two large blue arrows are overlaid on the page: one on the left pointing to the "First Name" field, and one on the right pointing to the "First Name" field of the "Aliases" section. The text "Enter your 'alias' or any other name you use or have used here" is positioned below the right arrow.

Enter your full name here

You can add additional names here

Enter your "alias" or any other name you use or have used here

Personal Information

Address Line 1: ?

Address Line 2 (Suite/Apt/etc.): ?

City: ?

State: ?

Zip Code: ?

Date of Birth:

Month / Day / Year ?

Phone: ?

Alternate Phone: ?

E-mail: ?

Preferred Contact Method:

Phone E-mail ?

Appointment Reminder:

Would you like a message appointment reminder sent the day of your appointment?

Text Message E-mail: No ?

Fill out all the boxes completely

You must choose how you want to be contacted and if you want an appointment reminder.



Add your Demographic information

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Welcome, deborah.eves@dss.virginia.gov [Logout](#) [English](#) [Español](#) [Français](#)

1 2 3
Data Collection Time and Location Confirmation

Need More Help?
Call 877-614-4364 or [Email Us](#)

Demographics

We value your personal information and keeping it secure at ALL times. [Privacy Statement](#) Your information is saved as you complete each step. You can log in and continue at any time.

Please complete the following questions. This information is used to positively identify you when performing a fingerprint-based background check.
NOTE: Fieldprint is required to provide demographic values established by the FBI and/or state and federal agencies.

Citizenship:

Place of Birth:

City of Birth:

Gender:

Your Height:
 ft. in.

Your Weight:

Eye Color:

Hair Color:

Race:

[Save and Continue](#) [Back](#)

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Fill this out completely. This information is required by the Virginia State Police and FBI.

Additional Information

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Welcome, deborah.eves@dss.virginia.gov [Logout](#) [English](#) [Español](#) [Français](#)

1 Data Collection 2 Time and Location 3 Confirmation

Need More Help?
Call 877-614-4364 or [Email Us](#)

Additional Information

We value your personal information and keeping it secure at ALL times. [Privacy Statement](#) Your information is saved as you complete each step. You can log in and continue at any time.

Facility ID:

The Facility ID is assigned to each provider. All providers should have received their Facility ID in an email from the Office of Background Investigation.

If you do not have the Facility ID, please contact your employer.

If you are a provider and do not have a Facility ID, contact OBI at 804-726-7884.

If you have lived out of the state in the last 5 years enter each address and dates starting with the most recent.

If you have lived out of the state within the last 5 years enter each location and dates starting with the most recent.

Out of State 1

From Date: ?

To Date: ?

Address Line 1: ?

Address Line 2 (Suite/Apt/etc.): ?

City: ?

State: ?

Zip Code: ?

Out of State 2

From Date: ?

To Date: ?

Address Line 1: ?

Address Line 2 (Suite/Apt/etc.): ?

City: ?

State: ?

Zip Code: ?

There are only 5 places to enter in out of state addresses.

If you have had more than 5 out of state addresses in the past five years, enter the 5 most recent addresses.

Confirm the Facility

The screenshot shows a web browser window with the URL <https://acceptance.fieldprint.com/States/VAConfirmFacility>. The page header includes the Fieldprint logo, a user welcome message for `deborah.eves@dss.virginia.gov!`, and language options (English, Español, Français). A progress bar indicates three steps: 1. Data Collection, 2. Time and Location, and 3. Confirmation. A 'Need More Help?' section provides contact information: 'Call 877-614-4364 or Email Us'. The main content area is titled 'Additional Information' and contains a security notice, a facility ID of 104331, and instructions to confirm the facility information. The facility details listed are: Good Shepherd Lutheran Church, 1887 ELECTRIC ROAD, SW, ROANOKE, VA 24018. At the bottom of the form are 'Save and Continue' and 'Back' buttons. The footer contains the text: 'Last Login: 11/28/17 7:55© Copyright 2009-2017. Fieldprint, Inc. [Terms & Conditions](#) [Fieldprint Privacy Policy](#) [FBI Privacy Act Statement](#) [Don't see any buttons?](#)

After you enter the facility ID and go to the next page you will need to make sure the name and address is correct. Your eligibility letter will be sent to this facility so make sure it is the right place.

If it is not correct, check to make sure you entered the facility ID correctly. If it is still not correct, contact your facility to get the correct facility ID.

Authority for Release of Information

<https://acceptance.fieldprint.com/States/VAConsent>

Convert Select

Data Collection Time and Location Confirmation

Call 877-614-4084 or Email Us

Authority for Release of Information

We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)

Your information is saved as you complete each step. You can log in and continue at any time.

Please read and agree to the following

TO WHOM IT MAY CONCERN:

I hereby authorize any investigator or duly accredited representative of the Virginia Department of Social Services, Office of Background Investigations (OBI) bearing this release, or a copy thereof, to obtain any information from law enforcement/criminal justice agencies and report the results of such search to the agencies, facilities, or individual(s) authorized to receive same. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by the Virginia Department of Social Services, Office of Background Investigations (OBI) and may be disclosed to such third parties as indicated below in the fulfillment of official responsibilities.

I hereby release any individual, including records custodians, from any and all liability for damages of whatever kind or nature that may at any time result to me on account of compliance, or any attempts to comply with this authorization. Should there be any questions as to the validity of this release, you may contact me as indicated below.

I Agree:

Your Full Name:

Today's date:

Month Day Year

Release to Facility or Agency:

Last Login: 11/28/17 7:55© Copyright 2009-2017. Fieldprint, Inc. [Terms & Conditions](#) [Fieldprint Privacy Policy](#) [FBI Privacy Act Statement](#) [Don't see any buttons?](#)

Read the authorization and fill out the boxes.

This allows OBI to screen your criminal history and provide a determination letter to the facility.

Find a location for fingerprinting

The screenshot shows a web browser window with the URL <https://acceptance.fieldprint.com/Scheduling/Schedule>. The page features the Fieldprint logo and a navigation bar with a welcome message for `deborah.eves@dss.virginia.gov!` and language options (English, Español, Français). A progress indicator shows three steps: 1. Data Collection, 2. Time and Location (current step), and 3. Confirmation. A help section offers a phone number (877-614-4364) and an 'Email Us' link. The main content area is titled 'Schedule Your Visit' and includes a security notice and a 'Find a Location' section. This section contains a text input field with the address '123 Main Street, Glen Allen, VA 23060', a 'Find' button, and a 'Back' button. A link for 'Alternate scheduling flow' is also present. The footer contains copyright information and links to 'Terms & Conditions', 'Fieldprint Privacy Policy', 'FBI Privacy Act Statement', and 'Don't see any buttons?'.

Your home address will be in the box. You can change that address to a different address if you want to change it. Once you enter an address, click the “Find” button.

Locations

Welcome, [deborah.eves@dss.virginia.gov!](#) [Logout](#) [English](#) [Español](#) [Français](#)

1 Data Collection 2 Time and Location 3 Confirmation

Need More Help?
Call 877-614-4364 or [Email Us](#)

Schedule Your Visit

We value your personal information and keeping it secure at ALL times. [Privacy Statement](#) Your information is saved as you complete each step. You can log in and continue at any time.

Find a Location [Use your home address](#)

Please enter your home, work, or other convenient address below and click the Find button.
 [Find](#)

[Back](#)

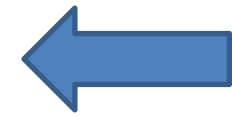
Locations

Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.

The following locations host Fieldprint Stations. Please click the [Schedule Appointment](#) button related to the desired location to begin scheduling your appointment or click [Find](#) to search for locations near a different address.

Location Name	Distance	Hours of Operation	Notes
1. Fieldprint Site - The UPS Store #1156 7330 Staples Mill Road Verizon Center Richmond, VA 23228	3.7 mi	M TU W TH F 09:00 AM - 06:00 PM SA 09:20 AM - 04:40 PM Schedule Appointment	Livescan, Photo, I9 No Additional Fees Expedited Processing
2. Fieldprint Site - PostNet 11357 Nuckols Road Twin Hickory Shopping Center Glen Allen, VA 23059	6.7 mi	M TU W TH F 09:00 AM - 05:00 PM SA 10:00 AM - 02:00 PM Schedule Appointment	Livescan, Photo, I9 No Additional Fees Expedited Processing
3. Fieldprint Site - The UPS Store #3006 3420 Pump Road Short Pump Crossing Richmond, VA 23233	7.8 mi	M TU W TH F 09:00 AM - 06:00 PM SA 09:30 AM - 04:30 PM Schedule Appointment	Livescan, Photo, I9 No Additional Fees Expedited Processing

[Alternate scheduling flow](#)



There is a map to show you where the locations are.

The locations near you will be displayed. This information will include the hours the Fieldprint location is open.

Schedule your appointment


123 Main Street, Glen Allen, VA 23000 Find


Back

Locations

Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.

The following locations host Fieldprint Stations. Please click the Schedule Appointment button related to the desired location to begin scheduling your appointment or click Find to search for locations near a different address.



Location Name	Distance	Hours of Operation	Notes
 1. Fieldprint Site - The UPS Store #1156 7330 Staples Mill Road Verizon Center Richmond, VA 23228	3.7 mi	M TU W TH F 09:00 AM - 06:00 PM SA 09:20 AM - 04:40 PM	Livescan, Photo, I9 No Additional Fees Expedited Processing

Schedule Appointment

Available Dates and Times

Enter a date (mm/dd/yyyy) or select an available date from the calendar:

11/28/2017

Get Available Times

November 2017							December 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3 4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						


Close

Once you select your location, click the “Schedule Appointment” button for that location. You will see calendars. Select the date you want your appointment by clicking on the date in the calendar.

Schedule your appointment

Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.

The following locations host Fieldprint Stations. Please click the Schedule Appointment button related to the desired location to begin scheduling your appointment or click Find to search for locations near a different address.

Location Name	Distance	Hours of Operation	Notes
 1. Fieldprint Site - The UPS Store #1156 7330 Staples Mill Road Verizon Center Richmond, VA 23228	3.7 mi	M TU W TH F 09:00 AM - 06:00 PM SA 09:20 AM - 04:40 PM Schedule Appointment	Livescan, Photo, I9 No Additional Fees Expedited Processing

Available Dates and Times

Enter a date (mm/dd/yyyy) or select an available date from the calendar:

11 / 28 / 2017

[Get Available Times](#)

Select an available time on:
NOVEMBER 28, 2017

Afternoon:

Evening:

[Schedule](#) [Close](#)

After you select your date, click the “Get Available Times” button. Select the time you want by clicking on it. After you click on a time, click the “Schedule” button.

Schedule your appointment

Available Dates and Times

Enter a date (mm/dd/yyyy) or select an available date from the calendar:

/ /

Select an available time on:
NOVEMBER 28, 2017

Afternoon:

Evening:

After 5 PM

Calendar:

November 2017							December 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	4					1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18							

You are about to schedule an appointment for 11/28/2017 at 5:10 PM.

Location Name: Fieldprint Site - The UPS Store #1156

Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.

Click **Continue** to schedule this appointment.
Click **Cancel** to select another appointment time.

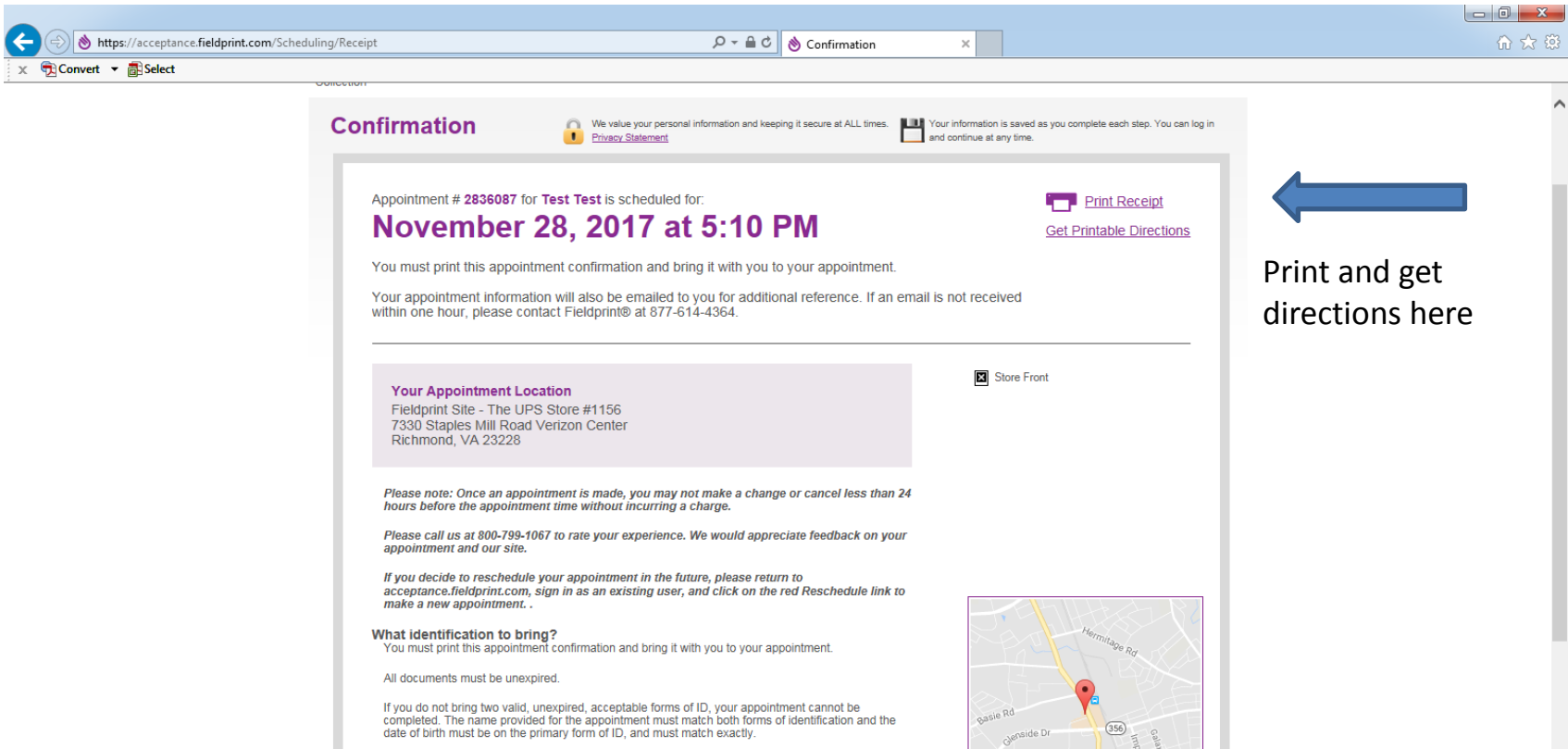
2. Fieldprint Site - PostNet 6.7 mi M TU W TH F 09:00 AM - 05:00 PM SA Livescan,

After you click on schedule, a box will pop up. This box is letting you know that once you schedule your appointment you cannot change or cancel your appointment less than 24 hours before the time you chose without being charged.

So, be sure this is when you can make it to your appointment! If you need to change the date or time, click on “Cancel”.

If you are good, click on “Continue”.

Confirmation!



Confirmation

We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)

Your information is saved as you complete each step. You can log in and continue at any time.

Appointment # **2836087** for **Test Test** is scheduled for:
November 28, 2017 at 5:10 PM

[Print Receipt](#)
[Get Printable Directions](#)

You must print this appointment confirmation and bring it with you to your appointment.

Your appointment information will also be emailed to you for additional reference. If an email is not received within one hour, please contact Fieldprint® at 877-614-4364.

Your Appointment Location

Fieldprint Site - The UPS Store #1156
7330 Staples Mill Road Verizon Center
Richmond, VA 23228

Store Front

Please note: Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.

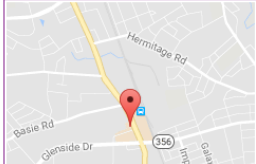
Please call us at 800-799-1067 to rate your experience. We would appreciate feedback on your appointment and our site.

If you decide to reschedule your appointment in the future, please return to acceptance.fieldprint.com, sign in as an existing user, and click on the red Reschedule link to make a new appointment.

What identification to bring?
You must print this appointment confirmation and bring it with you to your appointment.

All documents must be unexpired.

If you do not bring two valid, unexpired, acceptable forms of ID, your appointment cannot be completed. The name provided for the appointment must match both forms of identification and the date of birth must be on the primary form of ID, and must match exactly.



Print and get directions here

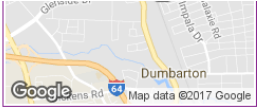
You must bring this page with you to your fingerprinting appointment.
You can print this page and you can print directions on how to get to the location.

You must bring 2 forms of ID with you to your fingerprinting appointment

Date of birth must be on the primary form of ID, and must match exactly.

IDENTIFICATION REQUIRED FOR FINGERPRINTING

Primary ID <ul style="list-style-type: none">• State-issued drivers license• State-issued non-driver identity• U.S. Passport/U.S. Passport Card• Military Identification Card• Work Visa w/ Photo• Foreign Passport• DOD Common Access Card• Foreign Drivers License	Secondary ID <ul style="list-style-type: none">• State-issued drivers license• State-issued non-driver identity• U.S. Passport/U.S. Passport Card• Military Identification Card• Social Security Card• Bank Statement/Paycheck Stub• Utility bill• Credit/Debit Card• Marriage Certificate• Vehicle Registration/Title• State Government Issued Certificate of Birth• School ID w/ Photograph• Voter Registration Card• Draft Record• Native American Tribal Document• Transportation Worker Identification Credential (TWIC Card)• Foreign Passport• Certificate of Citizenship• Certificate of Naturalization• INS I-551 Permanent Resident Card
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Rescheduling Your Appointment

If you need to reschedule your appointment, please click on the link below or call 877-614-4364. Please do not contact the collection site directly for all scheduling is handled by Fieldprint. Please note that once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.

[Reschedule Appointment](#)

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Your confirmation page has a list of acceptable identification that you will need to bring with you to your fingerprinting appointment.

Contact information

If you have questions about scheduling an appointment, call Fieldprint at 877-614-4364

If you have questions about fingerprint based background checks, please contact your licensing inspector.