Fieldprint

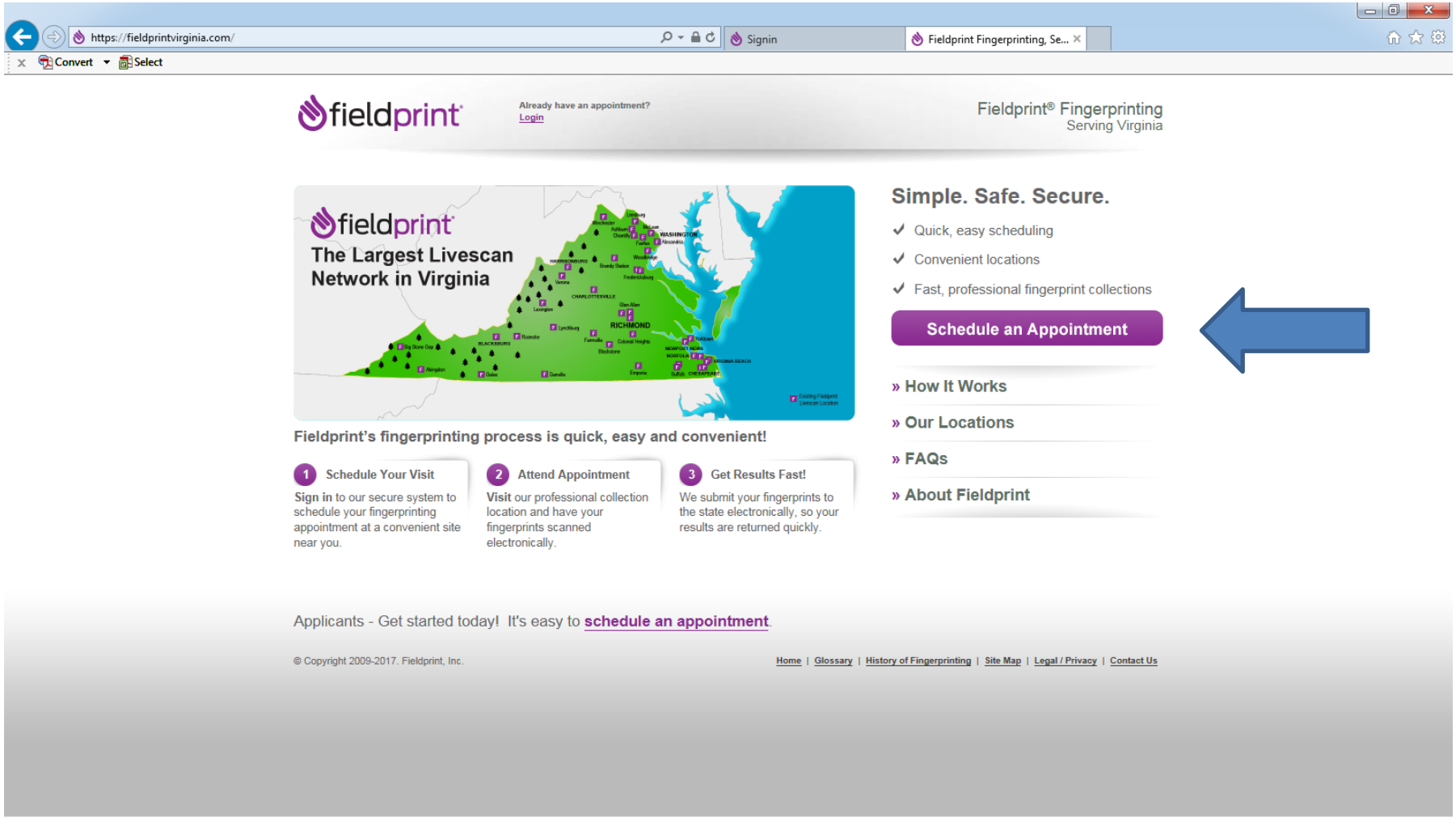
How to register for an appointment
to be fingerprinted

Things to know before you begin

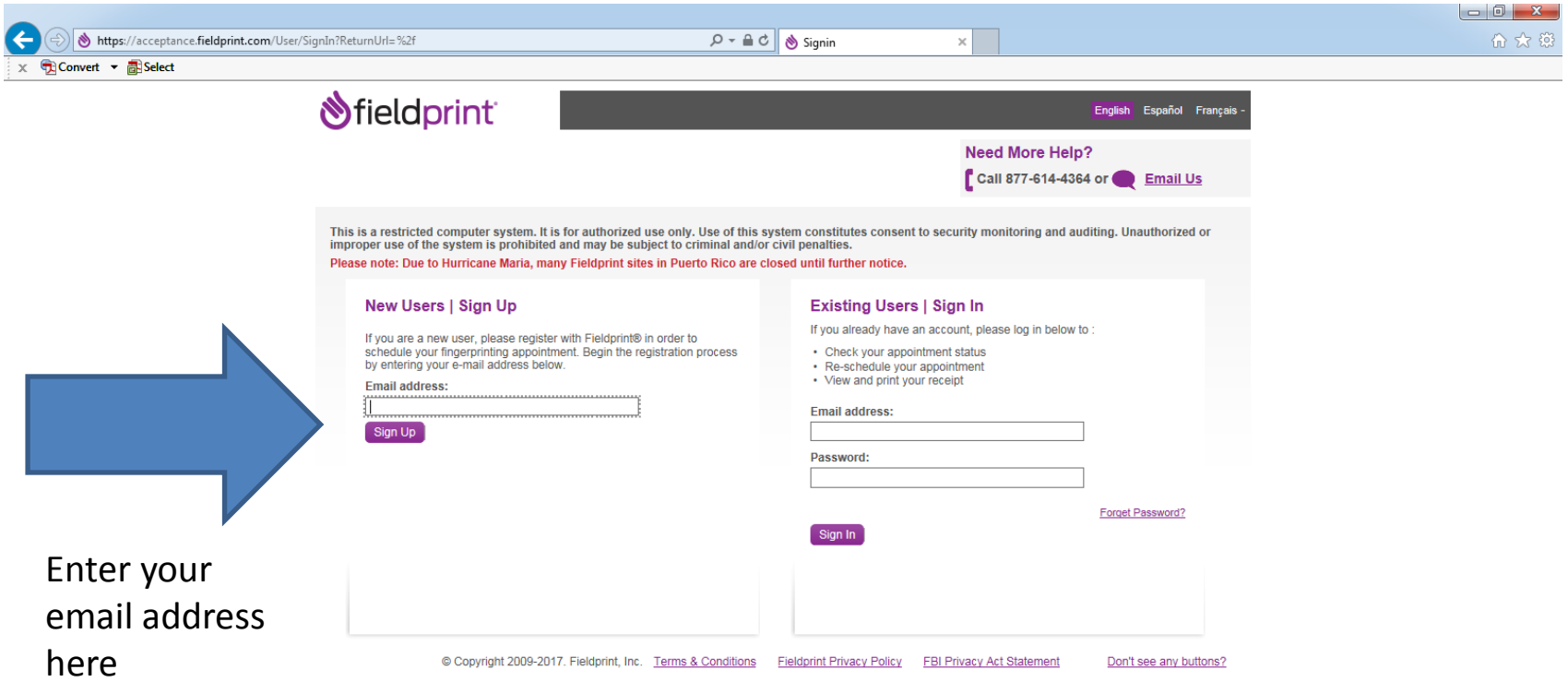
- You will be asked for the following:
  - name
  - phone number and email
  - current address
  - social security number
  - citizenship
  - place of birth
  - out of state addresses, if you lived out of state in the past 5 years
  - Fieldprint code
  - Facility code

  Have this information handy before you begin your registration.

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

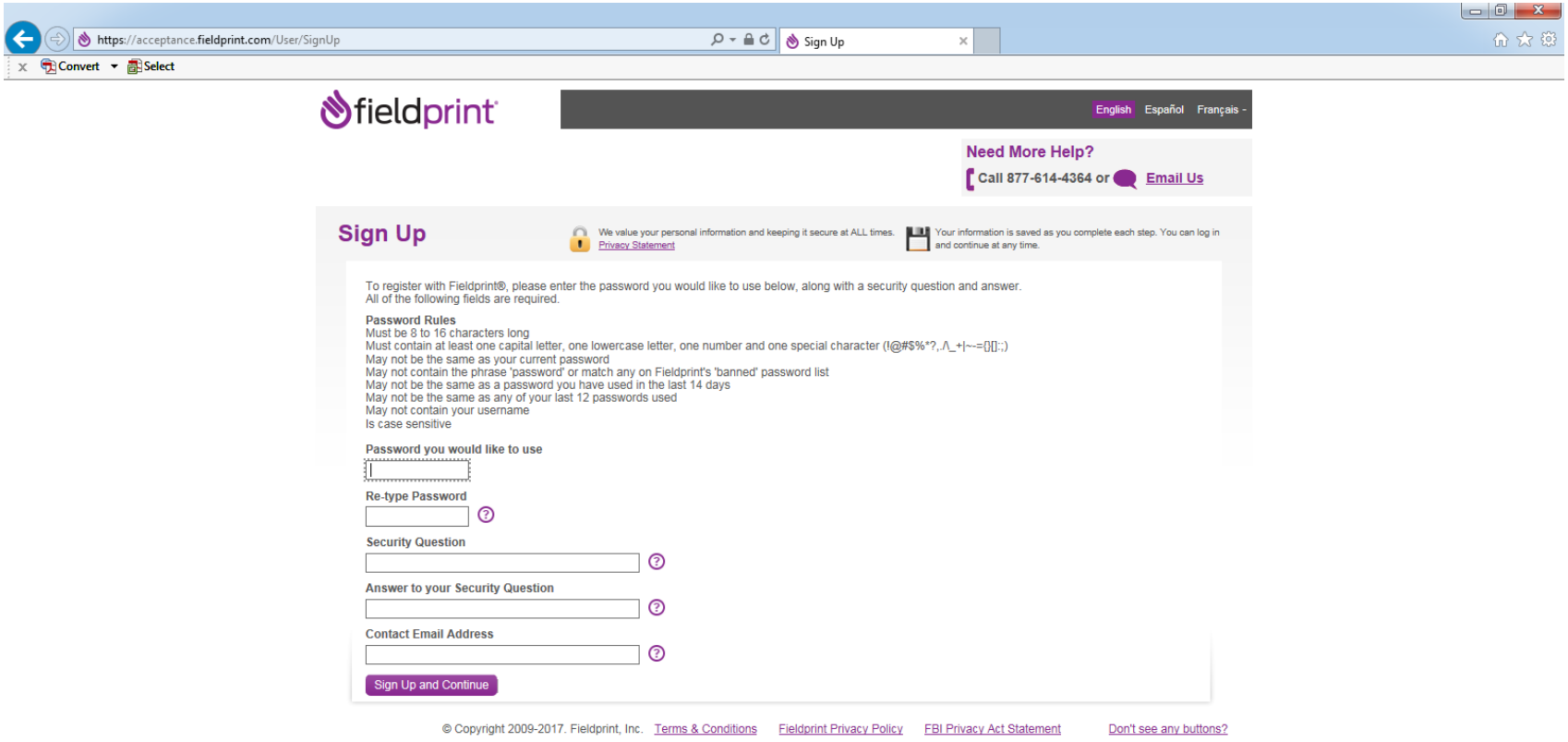


Create an Account

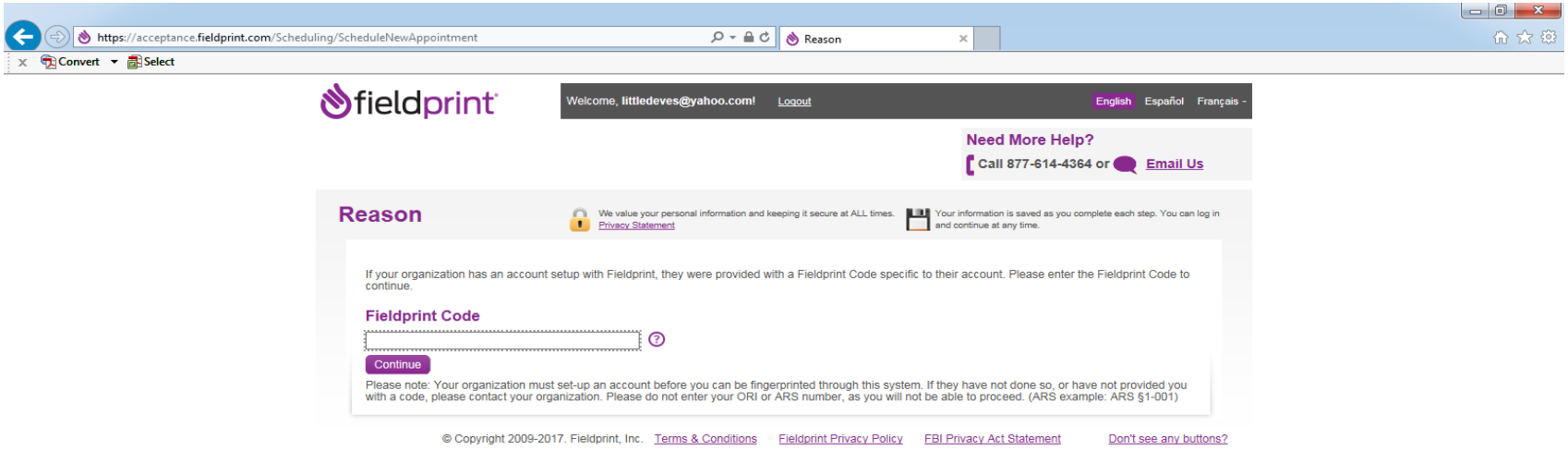


Enter your email address here

Create a password and security question



Enter your Fieldprint Code



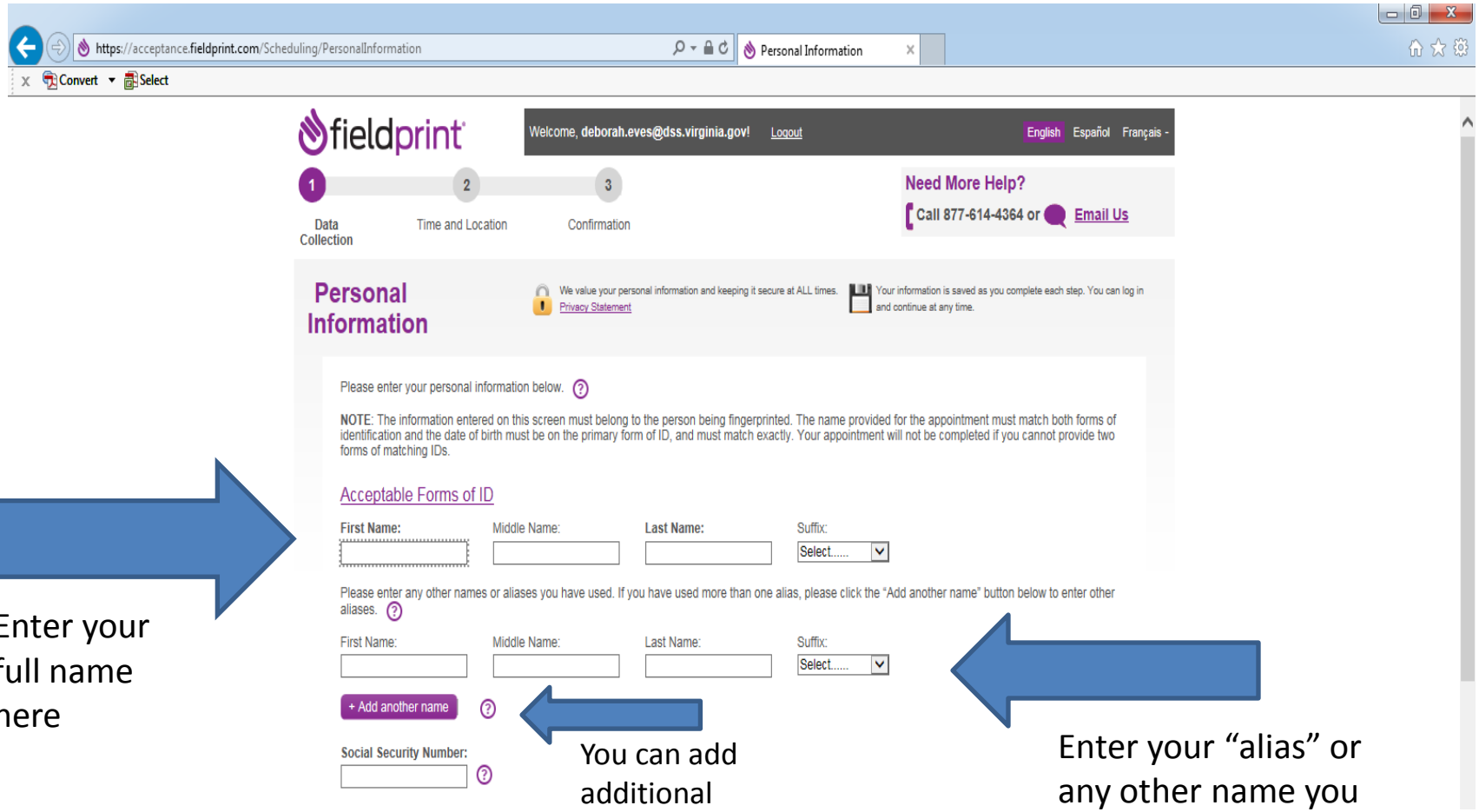
Your Fieldprint Code is specific to your facility. It identifies which program you are working with and what type of applicant you are.

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

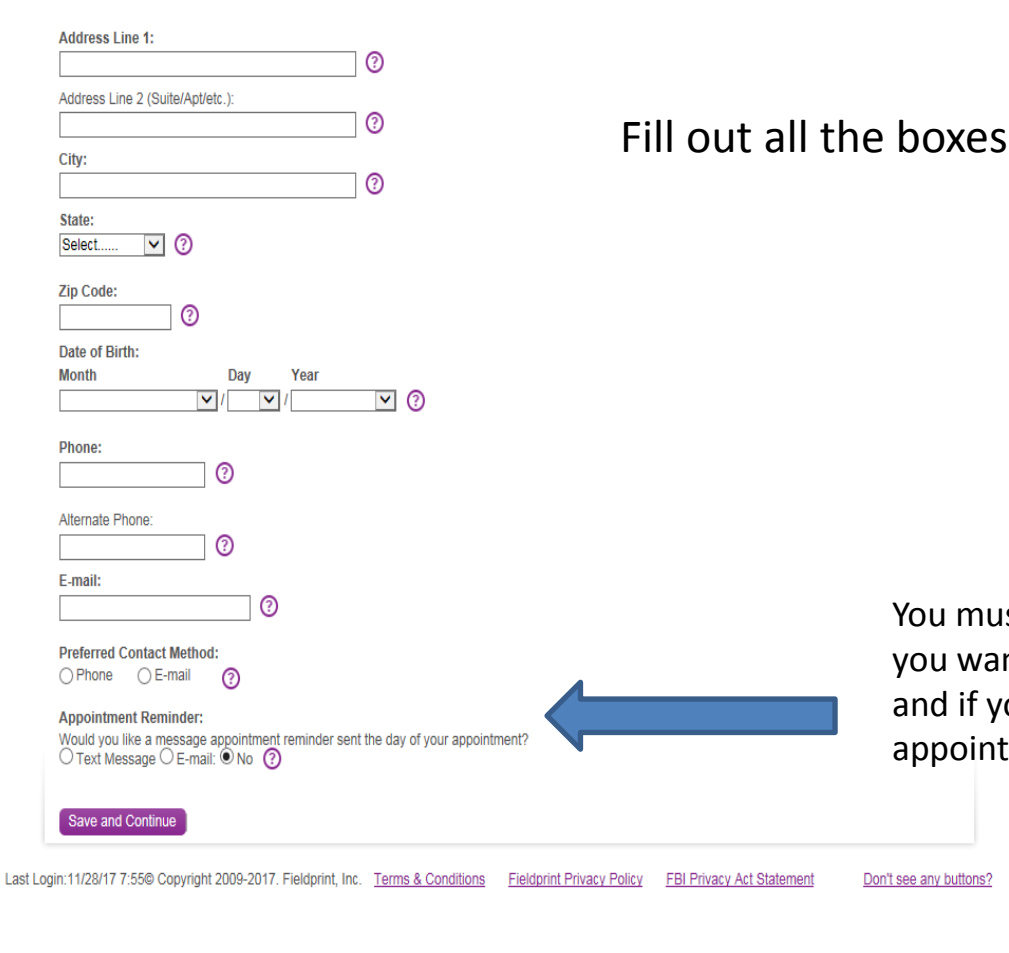


Enter your full name here

You can add additional names here

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

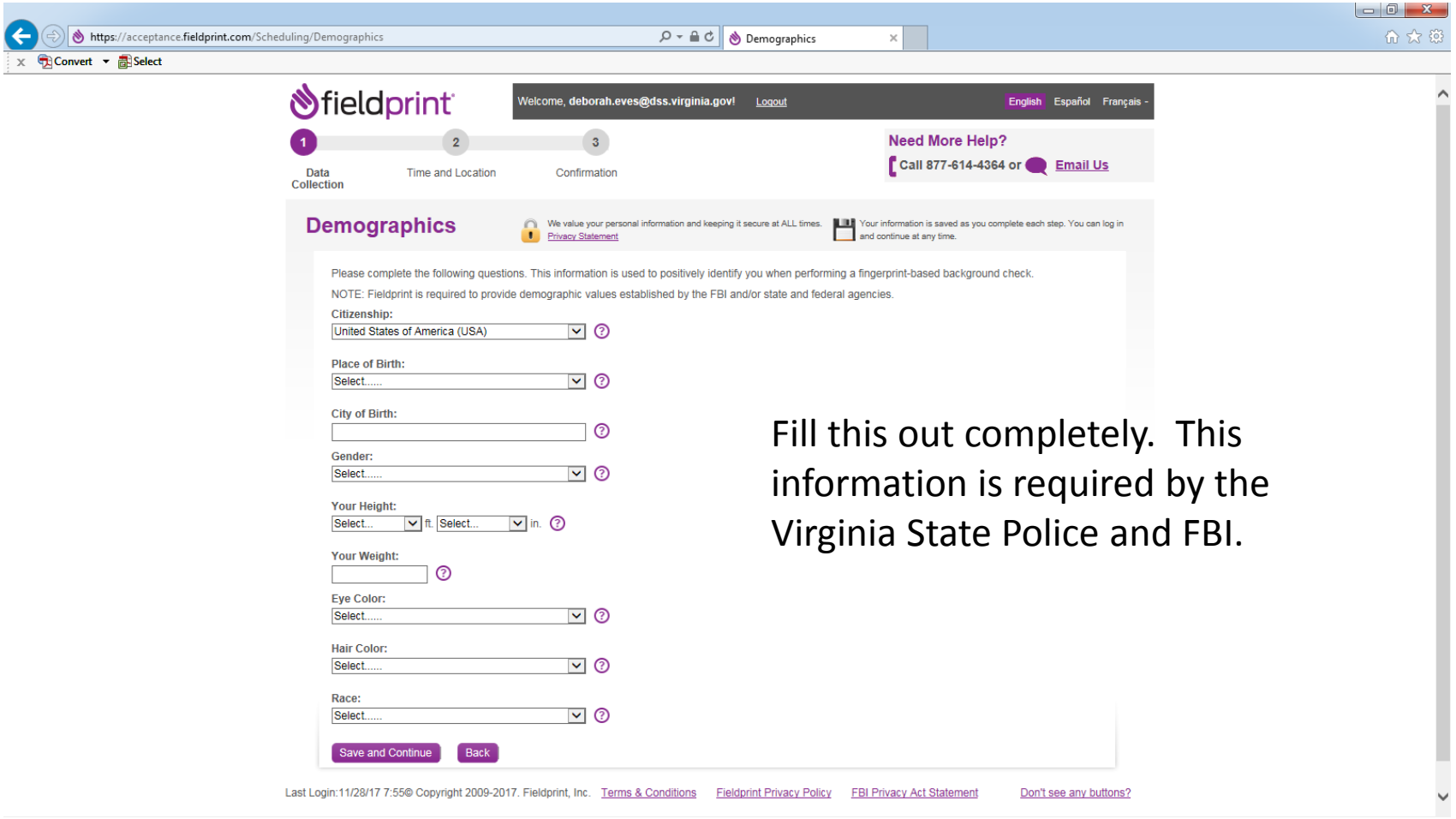
Personal Information



Fill out all the boxes completely

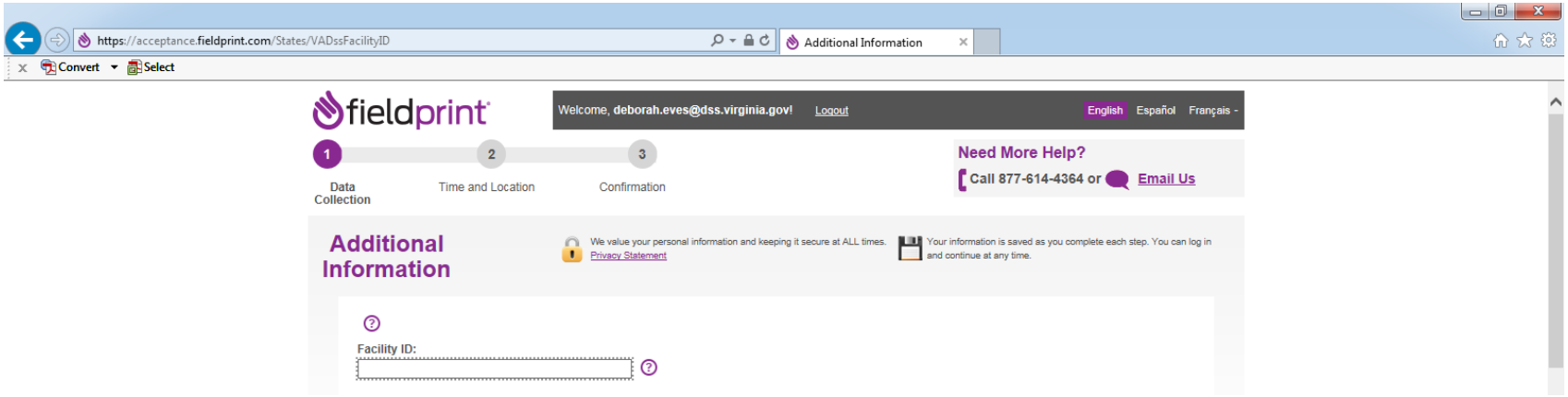
You must choose how you want to be contacted and if you want an appointment reminder.

Add your Demographic information



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

Additional Information

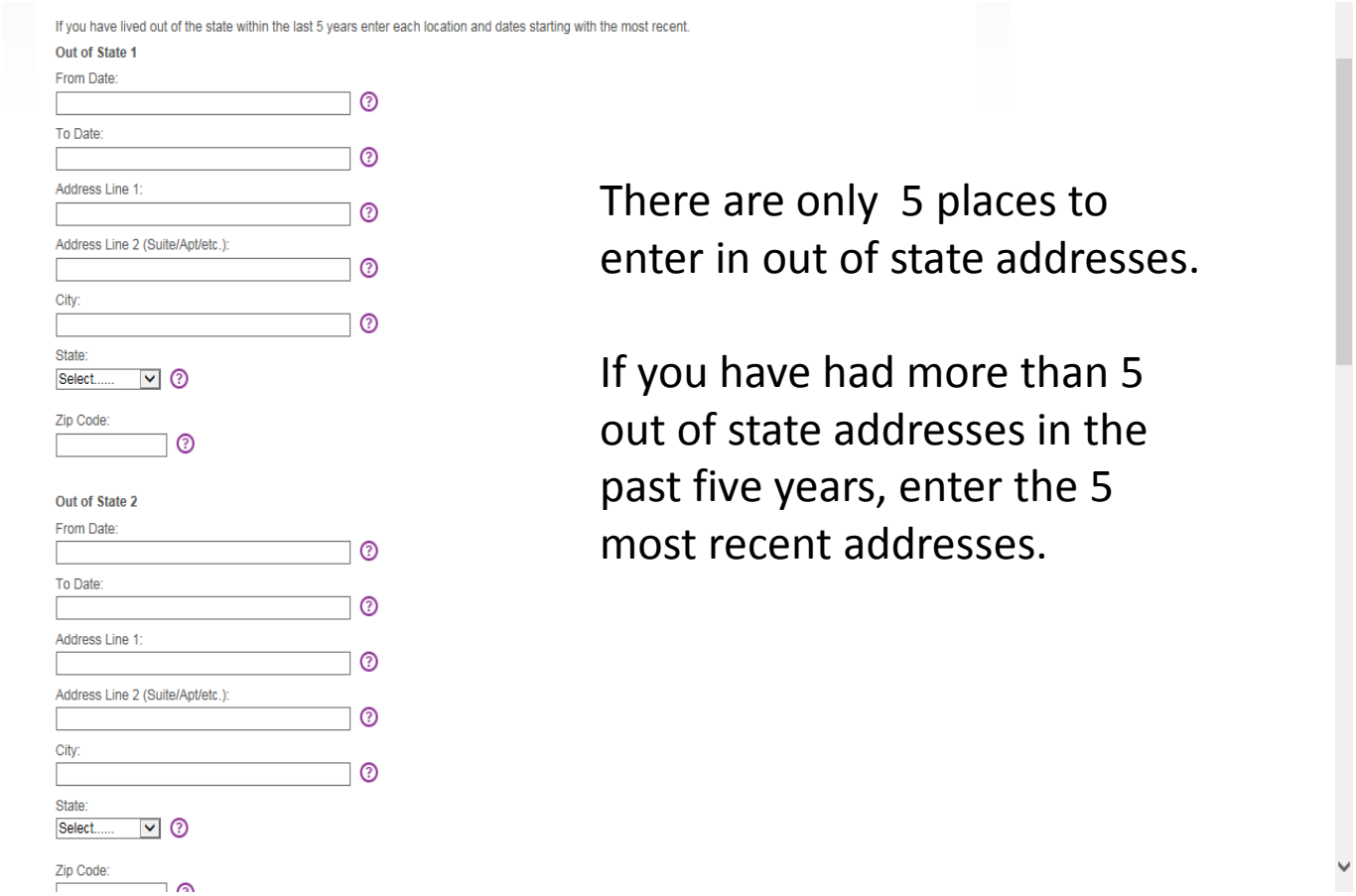


The Facility ID is assigned to each provider. All providers should have received their Facility ID in an email from the Office of Background Investigation.

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.

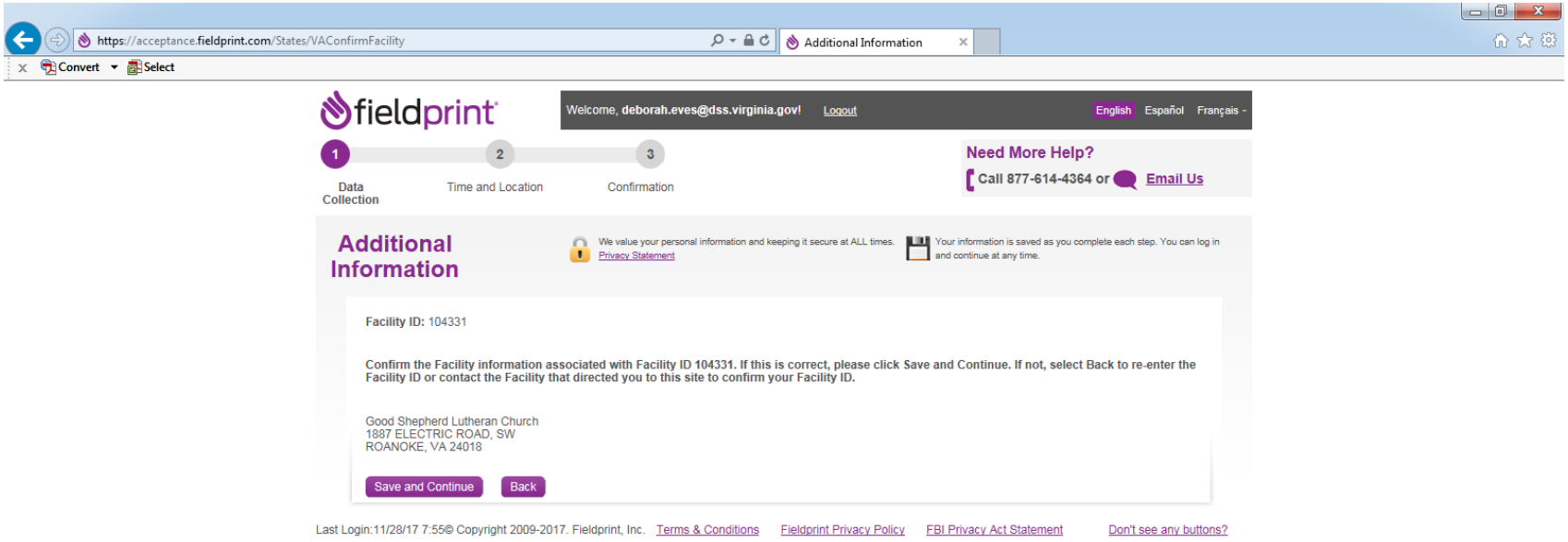
If you have lived out of the state in the last 5 years enter each address and dates starting with the most recent.



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

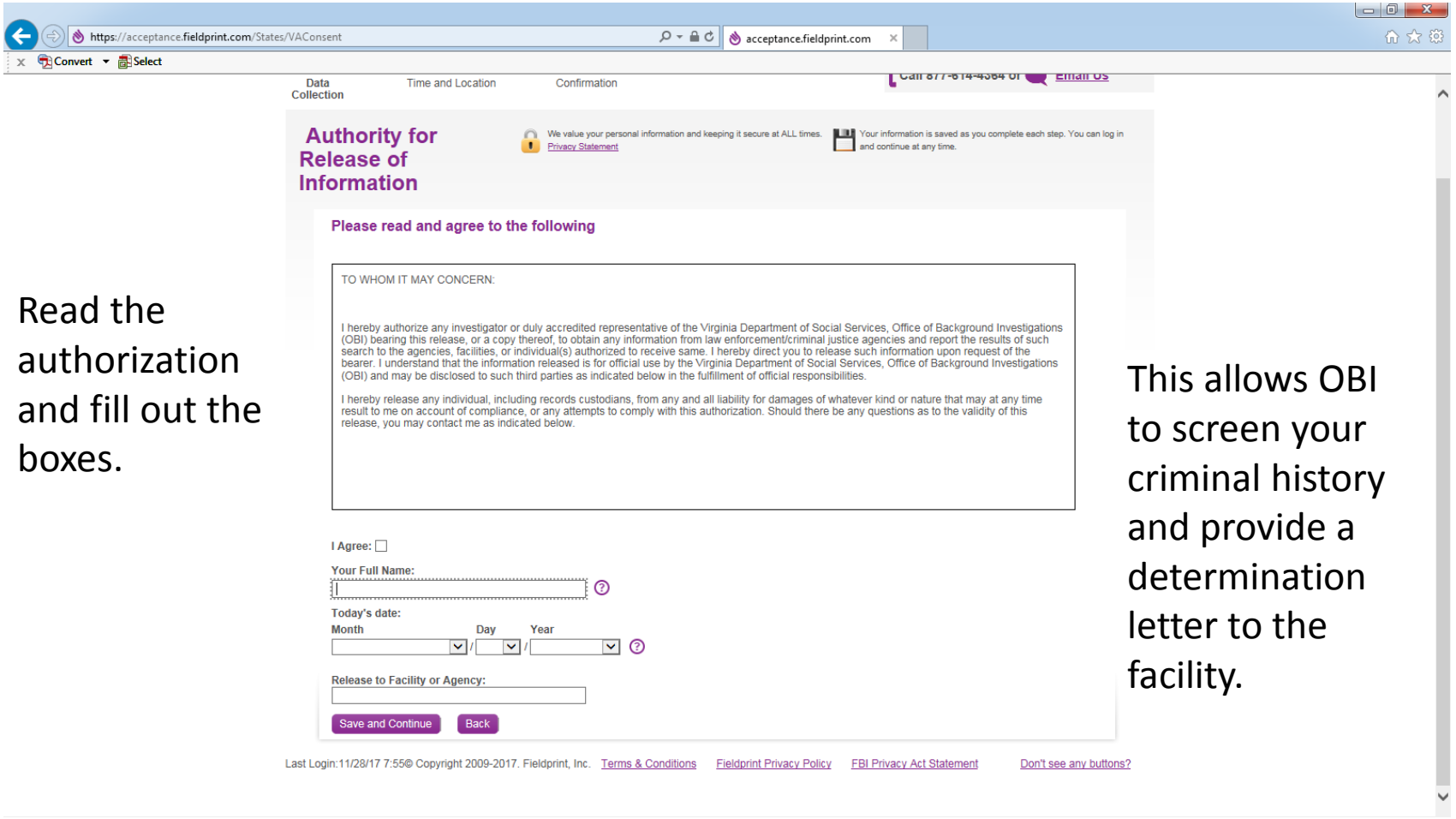


After you enter the facility ID and go to the next page you will need to make sure the name and address is correct. Your eligibility letter will be sent to this facility so make sure it is the right place.

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.

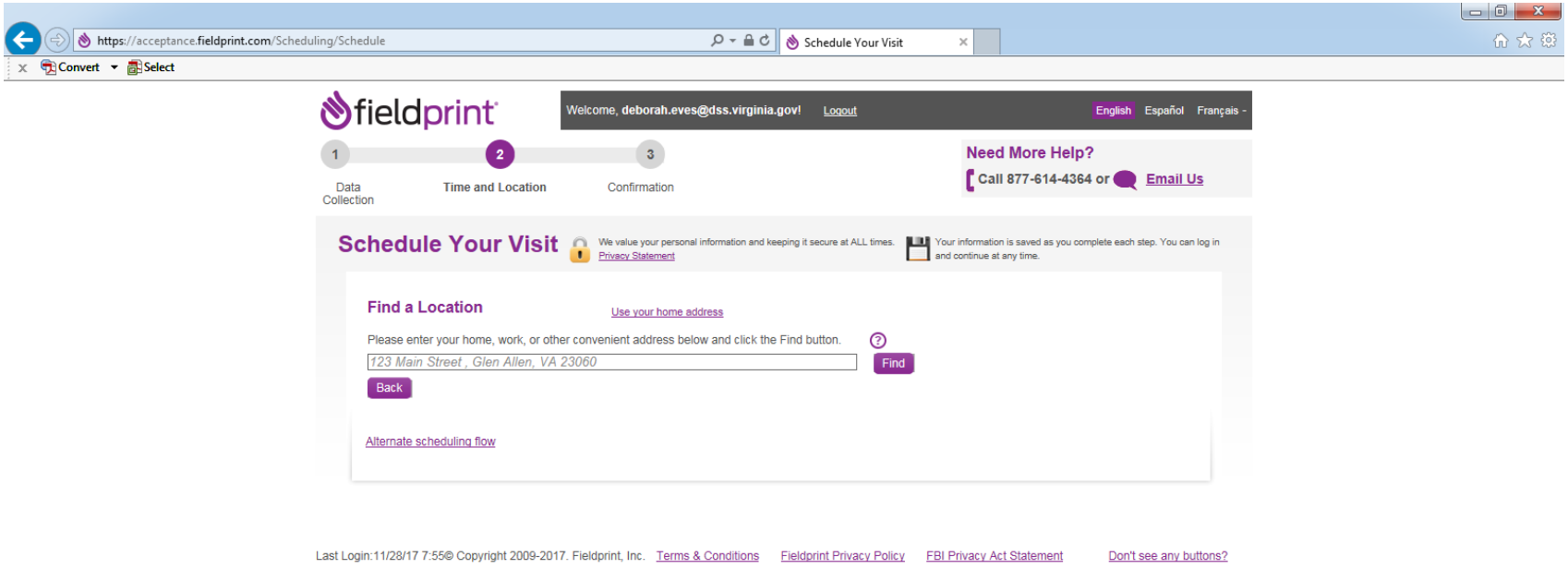
Authority for Release of Information

Read the authorization and fill out the boxes.



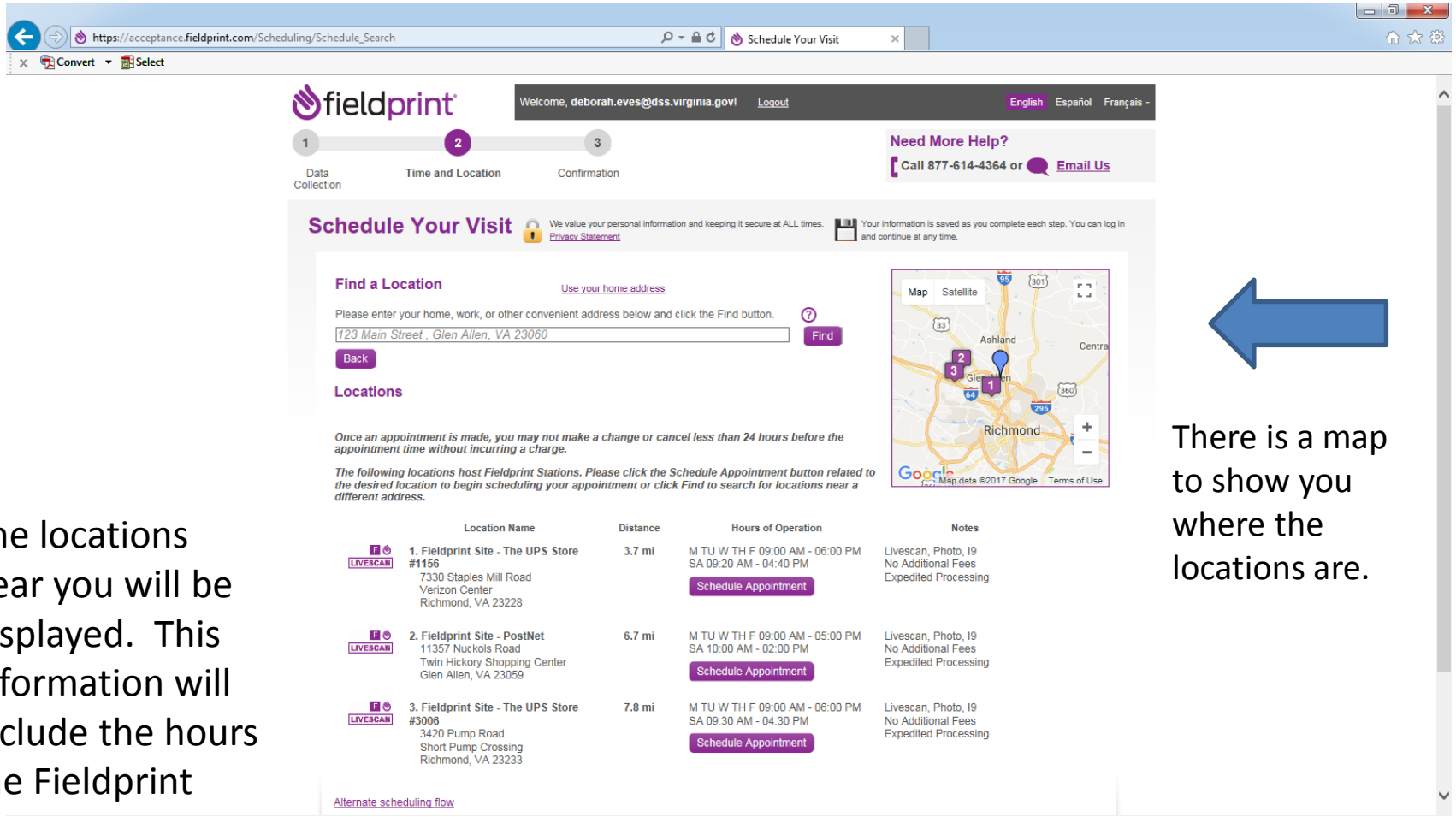
This allows OBI to screen your criminal history and provide a determination letter to the facility.

Find a location for fingerprinting



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.

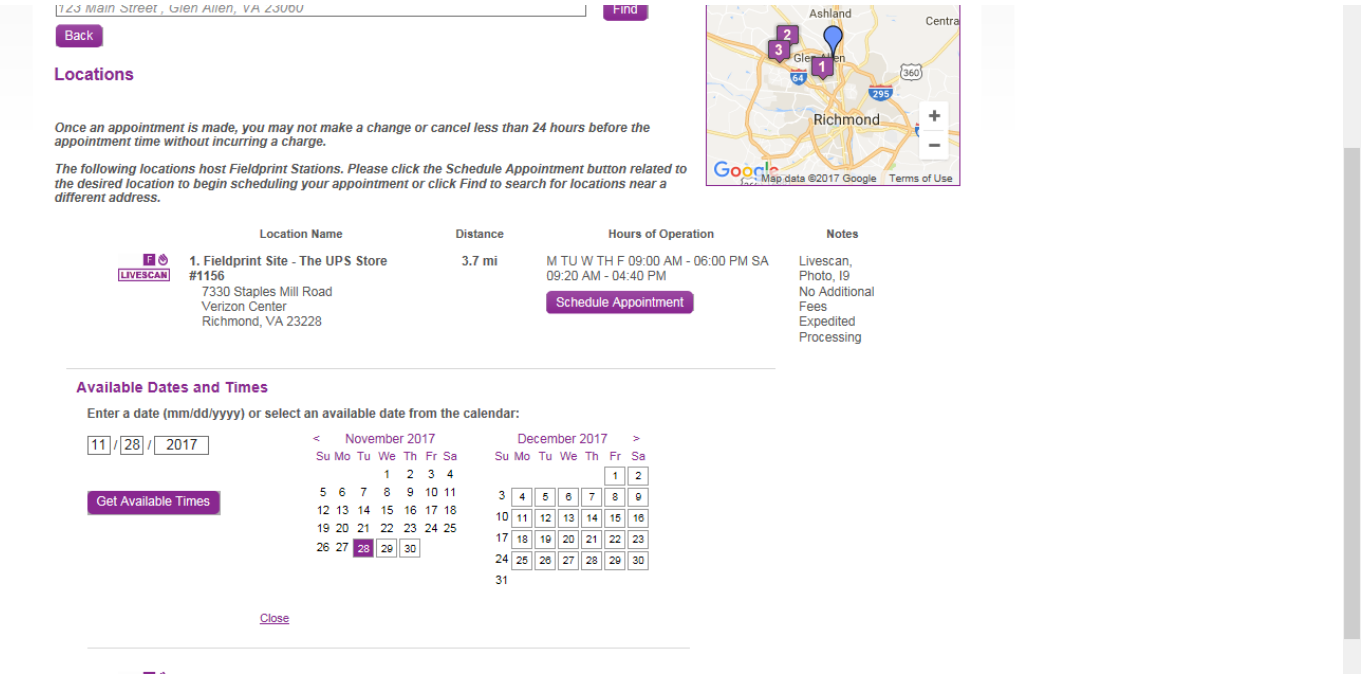
Locations



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

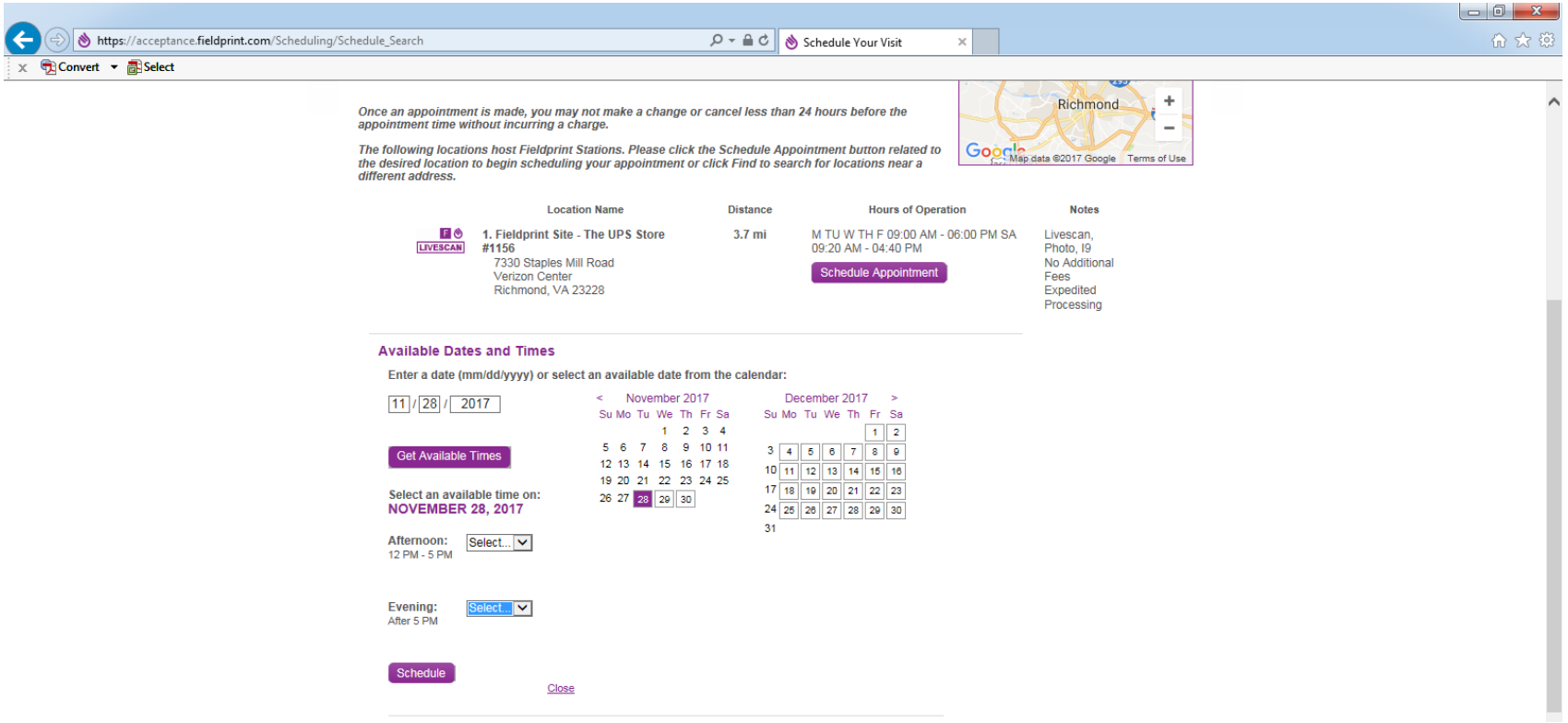
There is a map to show you where the locations are.

Schedule your appointment



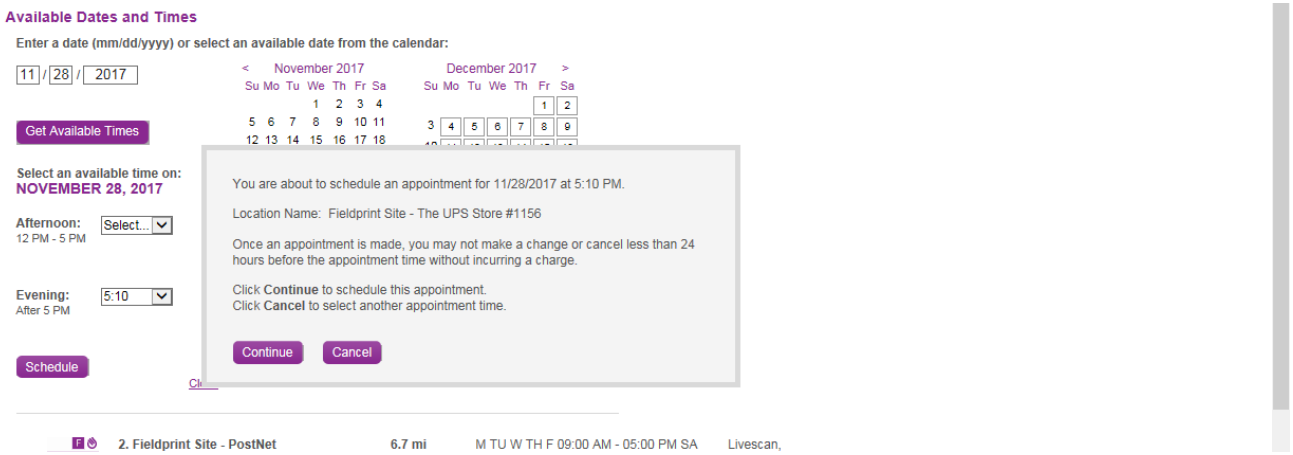
Once you select your location, click the “Schedule Appointment” button for that location. You will see calendars. Select the date you want your appointment by clicking on the date in the calendar.

Schedule your appointment



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

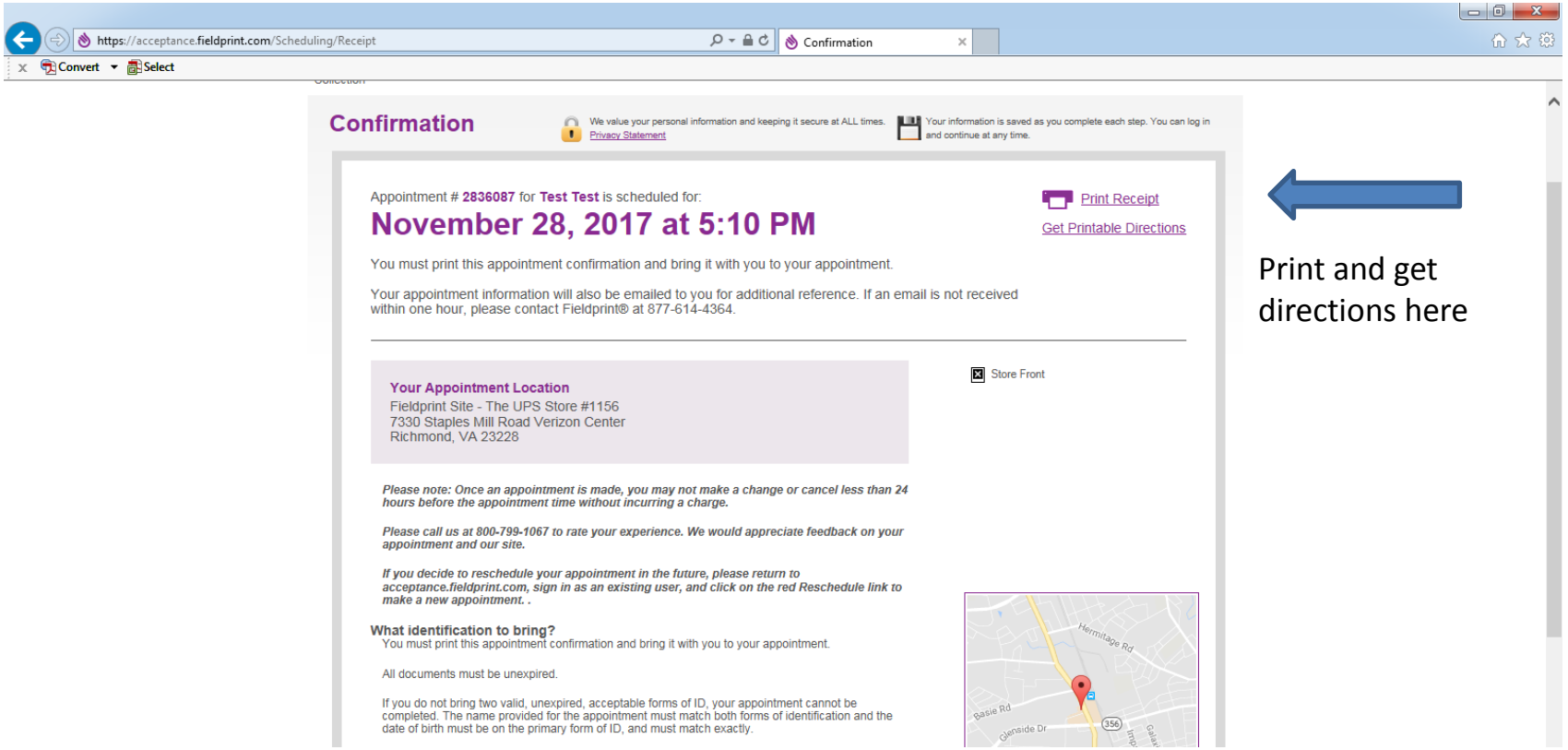


After you click on schedule, a box will pop up. This box is letting you know that once you schedule your appointment you cannot change or cancel your appointment less than 24 hours before the time you chose without being charged.

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”.

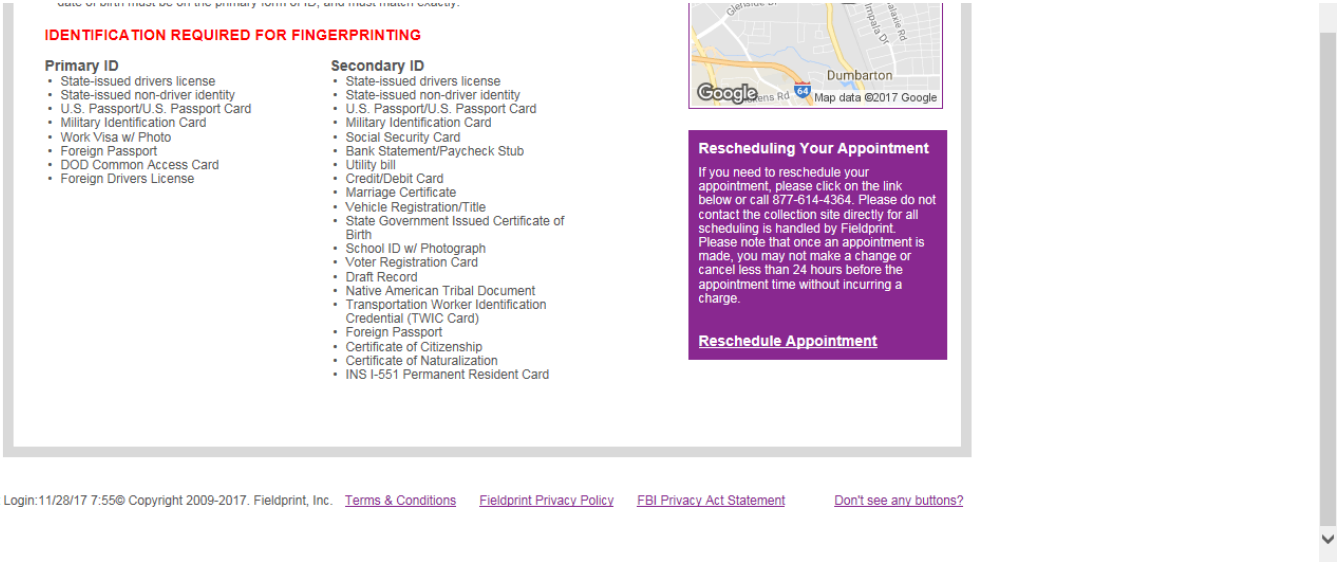
Confirmation!



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



IDENTIFICATION REQUIRED FOR FINGERPRINTING

Primary ID
- 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
- 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

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.