

# Implementation of the Fieldprint Process for DBHDS Licensed Private Providers

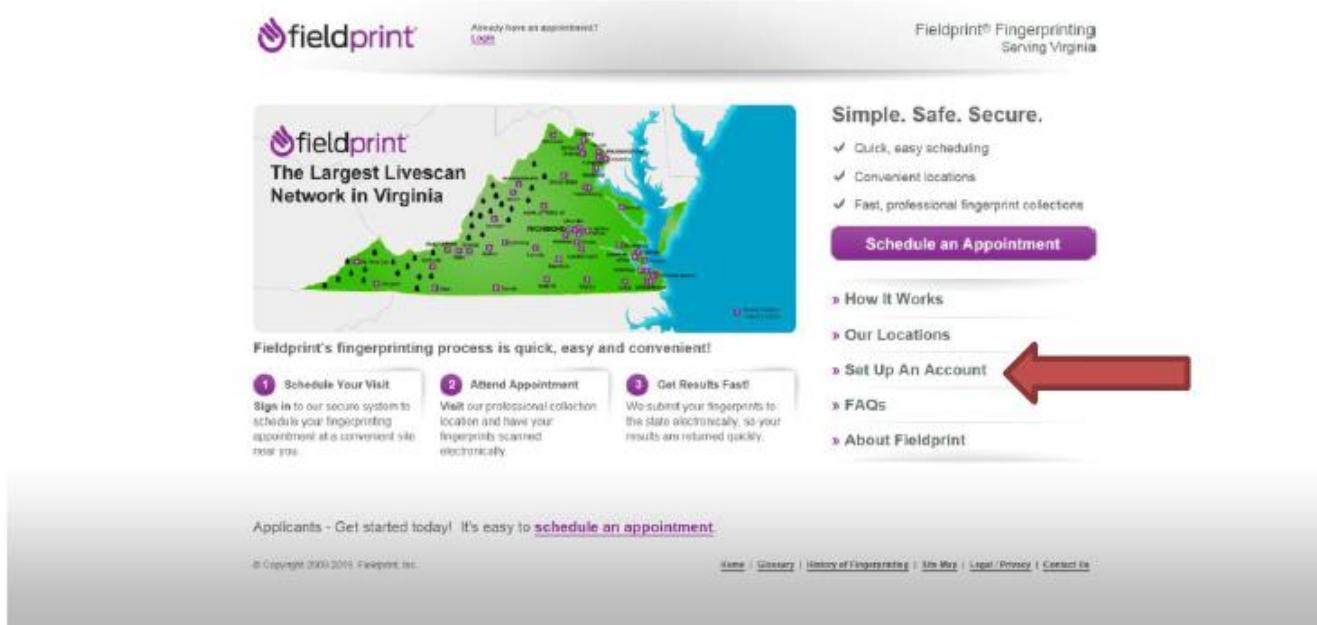


## Background Investigations Unit Spring, 2019

Department of Behavioral Health and Developmental Services

# Setting Up My Provider Account With Fieldprint

Go to <https://fieldprintvirginia.com/> and click “Set Up An Account”



# Setting Up My Provider Account With Fieldprint

## Sign Up

 [Already have an appointment?](#)

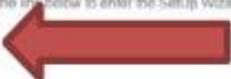
### Set Up An Account

Fieldprint provides fingerprinting services. Signing up is easy and takes just a few minutes to complete. Just follow the steps below using the Fieldprint® Fingerprinting Program Setup Wizard:

- Enter your organization's general information including address, phone and fax numbers.
- Enter the primary contact for your organization, including address, contact person, phone and email address.
- Choose your credit card payment option. Here you will determine whether your organization will pay by credit card for applicants to be fingerprinted or whether the applicants will pay by credit card to be fingerprinted.
- Provide your organization's credit card information (if your organization chooses to pay for applicants to be fingerprinted).
- Read the Service Agreement, and electronically sign it.

Once your information has been received you will be sent via email your Fieldprint Code.

To sign up, click the link below to enter the Setup Wizard.

[Sign Up](#) 

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

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Fieldprint® Fingerprinting  
Serving Virginia

### Simple, Safe, Secure.

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

[Schedule an Appointment](#)

» [How It Works](#)

» [Our Locations](#)

» [Set Up An Account](#)

» [FAQs](#)

» [About Fieldprint](#)

# Setting Up My Provider Account With Fieldprint

## General Information

Fieldprint Account Setup Wizard

1 General      2 Contact      3 Payment      4 Agreement      5 Confirm

**General Information**

Required items are marked with \*

Please provide information about your organization.

Organization Legal Name ? \*

Address ? \*

Address 2 ?

City ? \*      State ? \*      ZIP Code ? \*

Phone ? \*      Fax Number ?

Annual Fingerprint Volume ? \*

Virginia Agency ? \*

Select: VA DBHDS

If you would like to speak to a Fieldprint® representative about the setup process, please call 888-472-8918.

# Setting Up My Provider Account With Fieldprint General Information

Phone  \*  Fax Number

Annual Fingerprint Volume  \*

Virginia Agency  \*

once an agency is selected additional text boxes will request the specific agency FPcode.

Please list the Fieldprint Code(s) that were provided to you by the authorizing agency.  
If you do not have this information, please contact your authorizing agency to obtain.  
If you have further Fieldprint Codes that require setup, please contact Account Management  
at [customerservice@myfieldprint.com](mailto:customerservice@myfieldprint.com).

These Fieldprint Codes are only to be used when setting up your account with Fieldprint.

Fieldprint Code 1 \*  

Fieldprint Code 2  

Fieldprint Code 3

**<<<EXTREMELY IMPORTANT>>>**

- If your provider is licensed for any service other than sponsored residential, you will need to select Fieldprint Code 1.
- If your provider is licensed as sponsored residential, you will need to select **BOTH** Fieldprint Codes.

# Setting Up My Provider Account With Fieldprint Payment Preference

## Fieldprint Account Setup Wizard



### Payment Preference

Required items are marked with **\***

Indicate your payment preference below:

Applicant pays.

Applicants, when scheduling their fingerprinting appointment on the website, will be required to provide a valid credit card or debit card for payment.

Provider pays.

If you would like to pay for the fingerprinting services, please select this option. You will be asked to provide a valid credit card. Each time an applicant schedules a fingerprint appointment, this card will be charged.

[Next](#)

[Back](#)

If you would like to speak to a Fieldprint representative about the setup process, please call 855-472-3949.

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# Setting Up My Provider Account With Fieldprint Service Agreement

Fieldprint Account Setup Wizard

1. General   2. Contact   3. Payment   4. Agreement   5. Confirm

### Service Agreement

Required Items are marked with \*

Please read the instructions and Services Agreement that have been downloaded. If you did not receive the download, please click [here](#).

It outlines the fingerprinting services we provide to your organization, and the business relationship between your organization and Certiphi.

Once you have reviewed the agreement and checked the box that indicates that you agree to its terms and conditions, please type your name and the date into the appropriate boxes below. This serves as your electronic signature. It is legally acceptable to sign this document using an electronic signature.

When you are finished, click Next.

I Agree to the terms and conditions of the agreement \*

Your Full Name: \*

Today's Date: \*

Month \*   Day \*   Year \*

[Next](#)   [Back](#)

If you would like to speak to a Fieldprint® representative about the setup process, please call (800) 472-0916.

# **Setting Up My Provider Account With Fieldprint**

## **Sample Service Agreement and E-mail**

**PLEASE REFER TO YOUR TWO HANDOUTS**

- Sample Service Agreement**
- Sample E-mail Confirmation**

# Setting Up My Provider Account With Fieldprint Service Agreement



## FINGERPRINT SERVICES AGREEMENT (Virginia State Police)

Fieldprint provides fingerprinting services for submission through Virginia State Police for various programs. To utilize these services, please follow the instructions below.

Complete application information below:  
Please select the one that applies and provide corresponding numbers:

a.  VA Behavioral Health

Please provide the Fieldprint Code(s) given to you by your regulatory agency.

Fieldprint Code #1 (required): FPDBHDSPPON

Fieldprint Code #2 (optional): FPDBHDSAPPL

Fieldprint Code #3 (optional): \_\_\_\_\_

Fieldprint Code #4 (optional): \_\_\_\_\_

b.  VA Dept of Social Services

Please provide the Fieldprint Code(s) given to you by your regulatory agency.

Fieldprint Code #1 (required): \_\_\_\_\_

Fieldprint Code #2 (optional): \_\_\_\_\_

Fieldprint Code #3 (optional): \_\_\_\_\_

Fieldprint Code #4 (optional): \_\_\_\_\_

c.  VA Criminal Justice Services

Please provide the Fieldprint Code(s) given to you by your regulatory agency.

Fieldprint Code #1 (required): \_\_\_\_\_

Fieldprint Code #2 (optional): \_\_\_\_\_

Fieldprint Code #3 (optional): \_\_\_\_\_

Fieldprint Code #4 (optional): \_\_\_\_\_

d.  VA National Child Protection Act      VSP Account Number: \_\_\_\_\_  
ORI: \_\_\_\_\_

Please provide the name and contact information for the individual who will be the primary contact on your account:

Full Name: \_\_\_\_\_ Title: QUALITY ASSURANCE MANA

# Setting Up My Provider Account With Fieldprint

## E-mail Confirmation

- **Setup Account Confirmation**
- Your information has been received. Once your account is set up in our system you will be sent an email with your Fieldprint Code and your [reports.myFieldprint.com](https://reports.myFieldprint.com) access information, which will allow you to check your applicant's status in the process. Please allow 1-2 business days for the processing of your account. Accounts will be created in the order that they are received.
- **Fieldprint Code** – Your applicants will need this code when scheduling a fingerprinting appointment at <https://fieldprintvirginia.com>. **Please note that if you selected the Provider Pays option, you will be charged each time this code is used. You should take precautions to ensure this code is only provided to those applicants you wish to have fingerprinted.**
- [reports.myFieldprint.com](https://reports.myFieldprint.com) – This is a secure Web site that will allow you to view scheduled fingerprint appointments and track when fingerprints are submitted. Please note that no fingerprint results are available on the [reports.myFieldprint.com](https://reports.myFieldprint.com) web site.

# Setting up the Appointment

https://fieldprintvirginia.com/ Signin Fieldprint Fingerprinting, Se... Fieldprint® Fingerprinting Serving Virginia

**fieldprint** Already have an appointment? [Login](#)

**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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**<<<EXTREMELY IMPORTANT>>>**

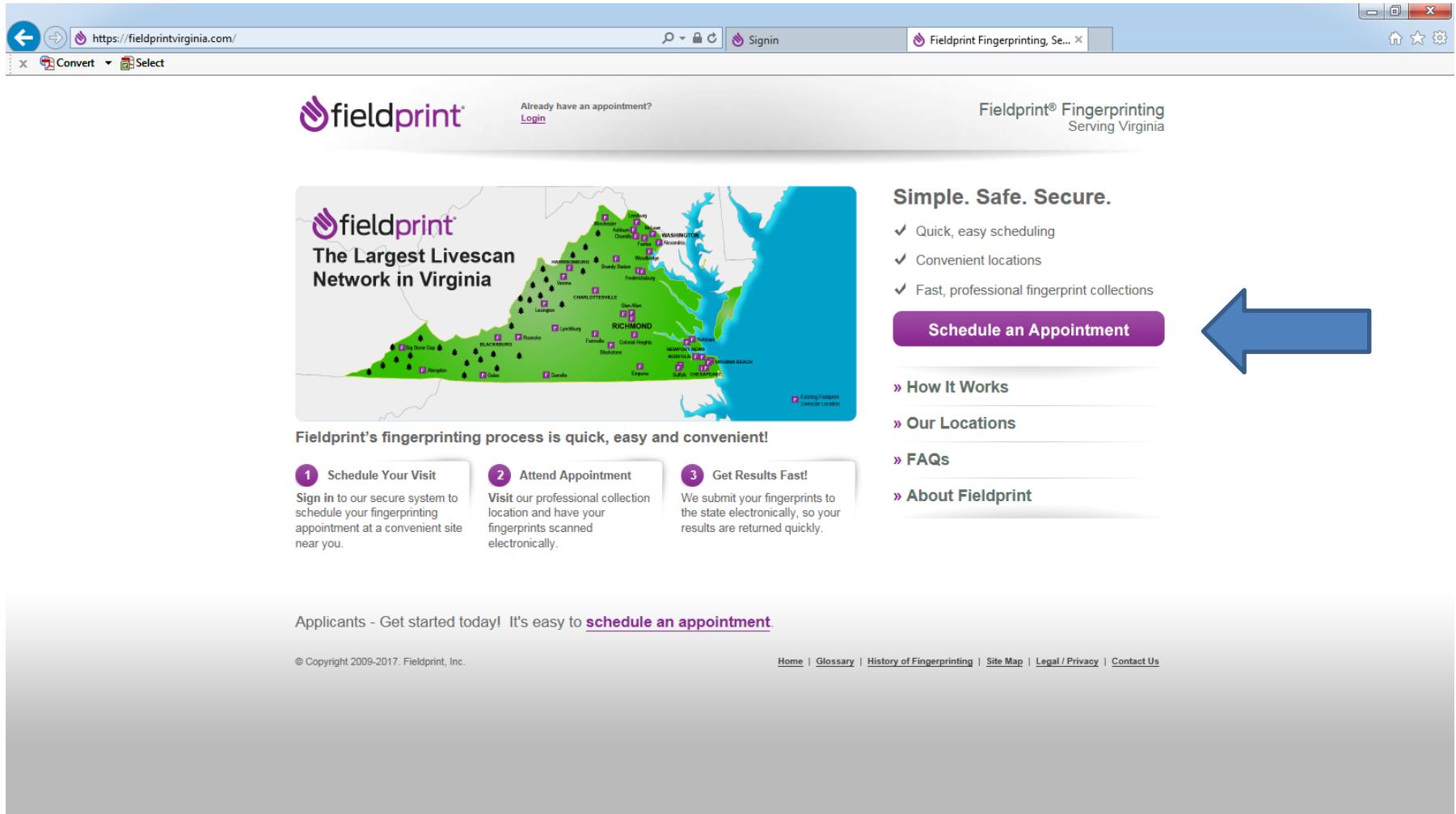
**You will not be able to schedule an appointment, until you receive your unique provider Fieldprint code from Fieldprint.**

# Things to know before Setting up your Appointment

- You will be asked for the following:
  - name
  - phone number and email
  - current address
  - social security number
  - citizenship
  - place of birth
  - Fieldprint code (code supplied by Fieldprint)
  - Organization/Provider code (3 or 4 digit)
  - Contact ID (If applicable)

**Have this information handy before you begin your registration.**

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



The screenshot shows the homepage of [Fieldprint Fingerprinting](https://fieldprintvirginia.com/). The page features a map of Virginia with numerous collection locations marked. A large blue arrow points to the purple "Schedule an Appointment" button on the right side of the page. The page also includes sections for "Simple. Safe. Secure." with a list of benefits, and links to "How It Works", "Our Locations", "FAQs", and "About Fieldprint".

Already have an appointment?  
[Login](#)

Fieldprint® Fingerprinting  
Serving Virginia

**Simple. Safe. Secure.**

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

**Schedule an Appointment**

» [How It Works](#)

» [Our Locations](#)

» [FAQs](#)

» [About Fieldprint](#)

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.

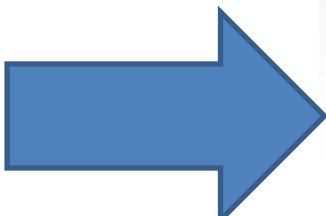
3 **Get Results Fast!**  
We submit your fingerprints to the state electronically, so your results are returned quickly.

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

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# Create an Account



Enter your email address here

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

 [Signin](#)

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](#)

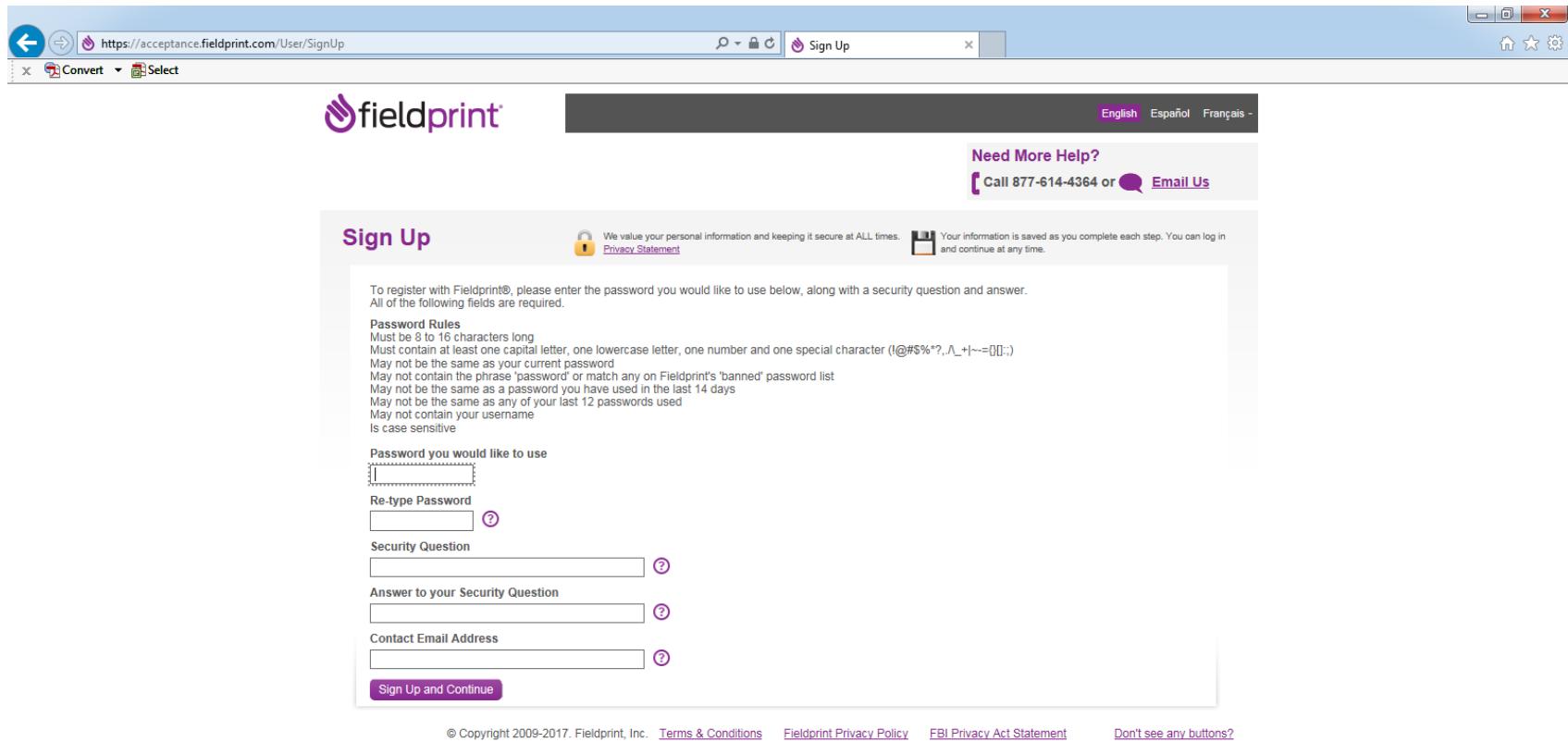
**Existing Users | Sign In**  
If you already have an account, please log in below to :

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

Email address:   
Password:   
[Forgot Password?](#)  
[Sign In](#)

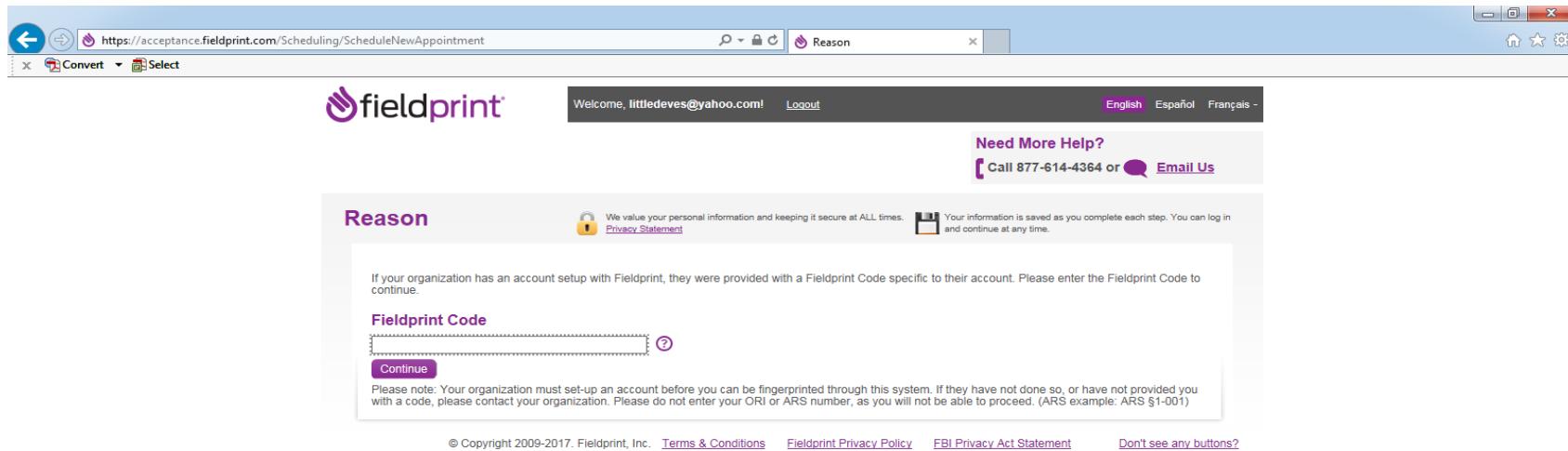
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# Create a password and security question



The screenshot shows a web browser window for the Fieldprint sign-up page. The URL in the address bar is <https://acceptance.fieldprint.com/User/SignUp>. The page title is "Sign Up". The Fieldprint logo is at the top left. Language options (English, Español, Français) are at the top right. A "Need More Help?" section with a phone icon and "Email Us" button is present. The main form is titled "Sign Up" and contains fields for "Password you would like to use" (with a placeholder "Enter a password"), "Re-type Password" (with a placeholder "Enter the same password again"), "Security Question" (with a placeholder "Select a security question"), "Answer to your Security Question" (with a placeholder "Enter the answer to your security question"), and "Contact Email Address" (with a placeholder "Enter your email address"). A "Sign Up and Continue" button is at the bottom. A note at the top of the form states: "We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)" and "Your information is saved as you complete each step. You can log in and continue at any time." Below the form, copyright and link information are listed: "© Copyright 2009-2017. Fieldprint, Inc. [Terms & Conditions](#) [Fieldprint Privacy Policy](#) [FBI Privacy Act Statement](#) [Don't see any buttons?](#)"

# Enter your Fieldprint Code



The screenshot shows a web browser window for <https://acceptance.fieldprint.com/Scheduling/ScheduleNewAppointment>. The page is titled 'Reason' and displays a form for entering a 'Fieldprint Code'. The page includes a 'Need More Help?' section with a phone number and an 'Email Us' link. The footer contains copyright information and links to Terms & Conditions, Fieldprint Privacy Policy, FBI Privacy Act Statement, and a 'Don't see any buttons?' link.

Your Fieldprint Code is specific to your licensed private provider's programs. It identifies which type of program you are working with; so, therefore,

- If you, the provider are paying and/or your individuals are paying and you are licensed as a **sponsored residential program**; the Fieldprint Code **will be the Fieldprint Code that will be in your e-mail from Fieldprint..**
- If you, the provider are paying and/or your individuals are paying and you are licensed as **any other program (i.e., day support, intensive in-home, mh skill building, etc.)**; the Fieldprint Code **will be the Fieldprint Code that will be in your e-mail from Fieldprint.**

If you are not sure, please call BIU at 804-786-6384.

# Personal Information

https://acceptance.fieldprint.com/Scheduling/PersonalInformation

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](#)

**Personal 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 enter your personal information below. [?](#)

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.

**Acceptable Forms of ID**

First Name:  Middle Name:  Last Name:  Suffix:

Please enter any other names or aliases you have used. If you have used more than one alias, please click the “Add another name” button below to enter other aliases. [?](#)

First Name:  Middle Name:  Last Name:  Suffix:

[+ Add another name](#) [?](#)

Social Security Number:  [?](#)

**Enter your full name here**

**You can add additional names here**

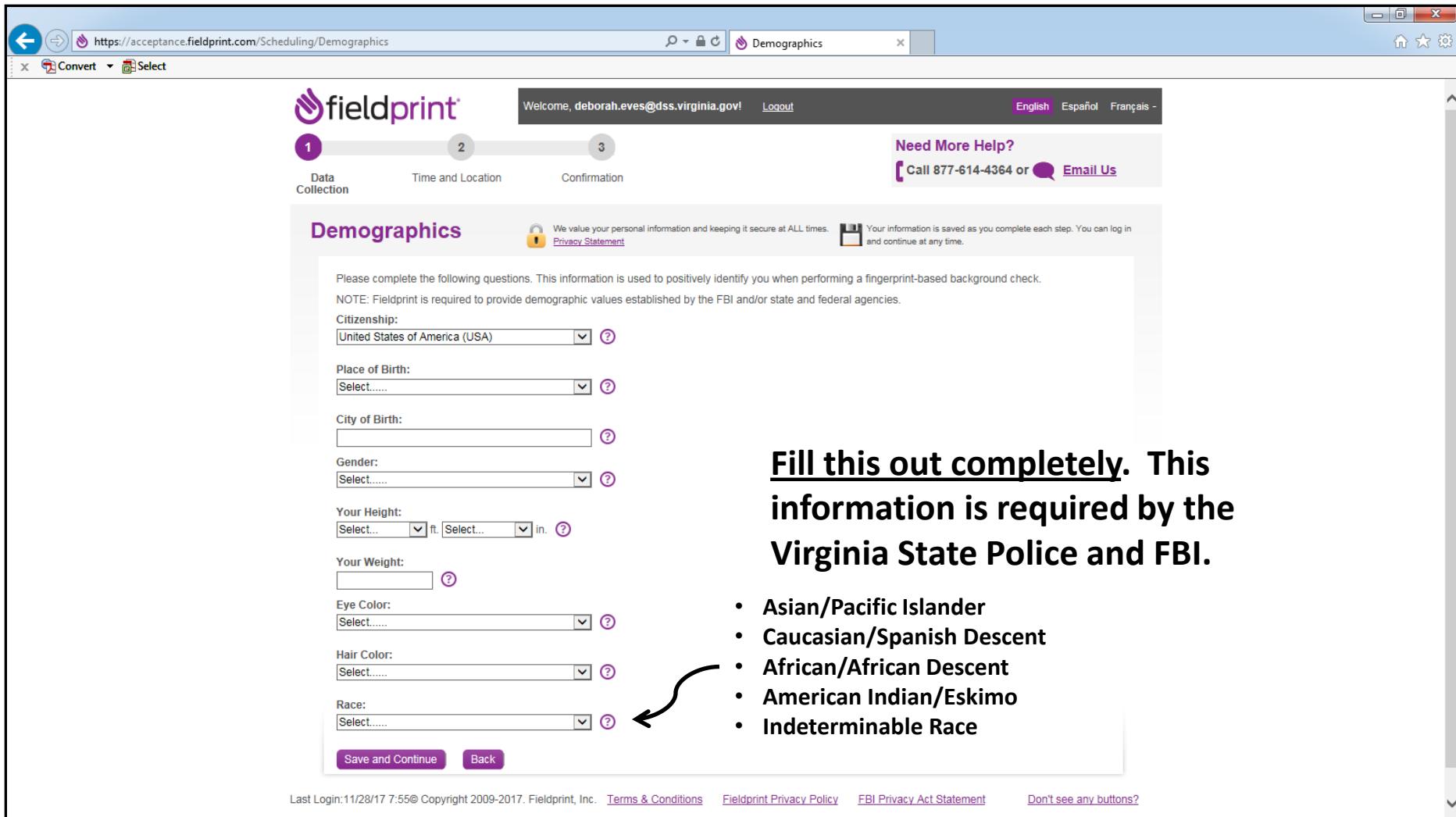
**Enter your “alias” or any other name you use or have used here**

Enter your full name here

You can add additional names here

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

# Add your Demographic information



The screenshot shows a web browser window for the fieldprint Demographics page. The URL is <https://acceptance.fieldprint.com/Scheduling/Demographics>. The page is titled "Demographics" and includes a "Need More Help?" section with a phone number and email link. The main form contains fields for Citizenship, Place of Birth, City of Birth, Gender, Height, Weight, Eye Color, Hair Color, and Race. A note at the top states: "We value your personal information and keeping it secure at ALL times." and "Your information is saved as you complete each step. You can log in and continue at any time." A large callout text on the right side reads: "Fill this out completely. This information is required by the Virginia State Police and FBI." A list of race options is provided below this text, with an arrow pointing to the "Race" dropdown menu.

1 Data Collection 2 Time and Location 3 Confirmation

Welcome, deborah.eves@dss.virginia.gov! Logout English Español Français

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:

Your Weight:

Eye Color:

Hair Color:

Race:

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

- Asian/Pacific Islander
- Caucasian/Spanish Descent
- African/African Descent
- American Indian/Eskimo
- Indeterminable Race

Save and Continue Back

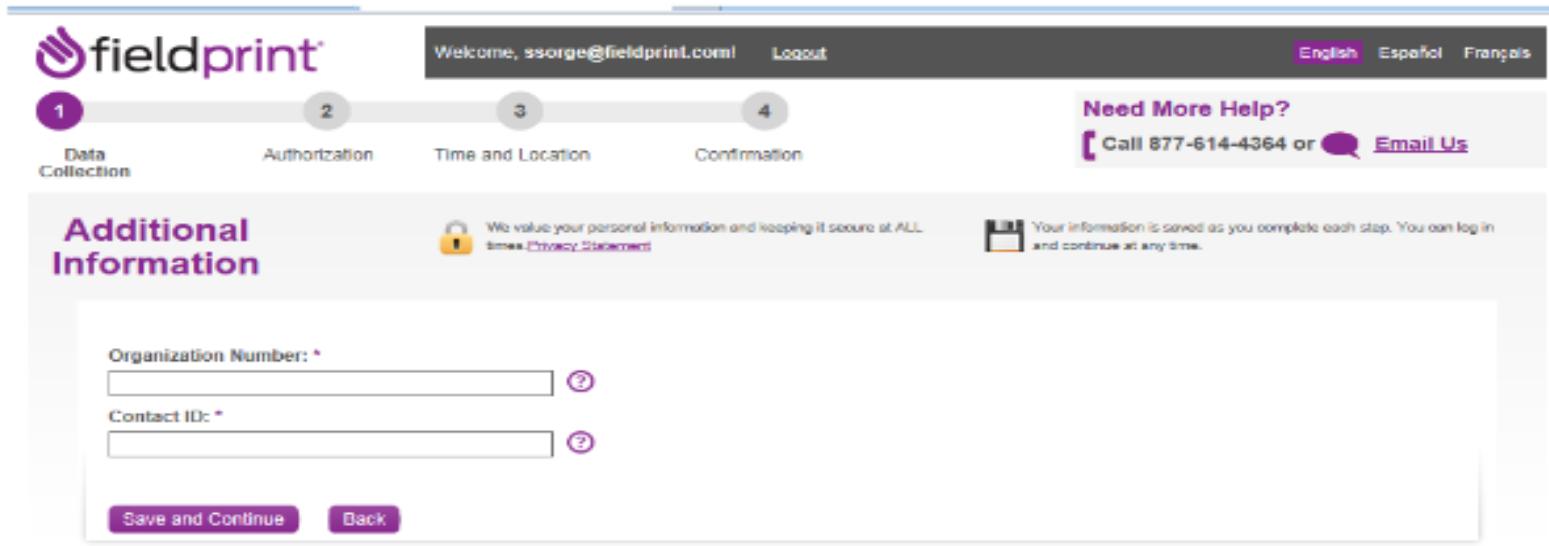
Last Login: 11/28/17 7:55 © Copyright 2009-2017. Fieldprint, Inc. [Terms & Conditions](#) [Fieldprint Privacy Policy](#) [FBI Privacy Act Statement](#) [Don't see any buttons?](#)

# Additional Information

VA DBH = supplemental scheduling screenshots

After demographics....

Client specific registration pages....



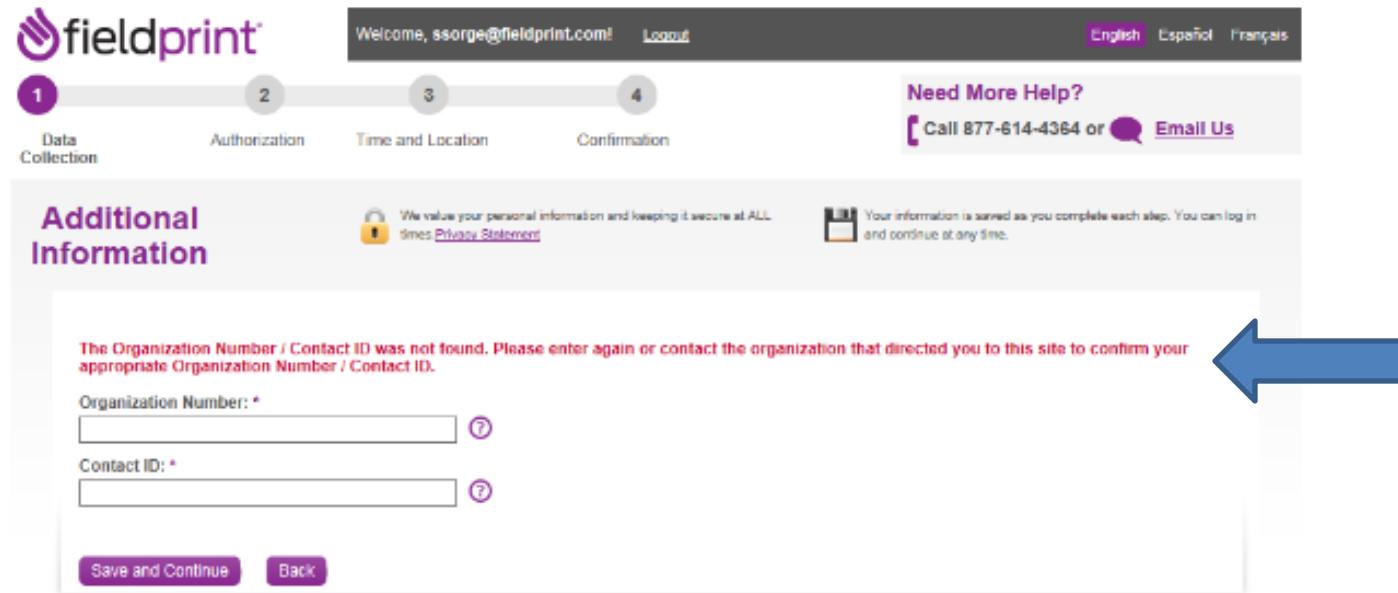
The screenshot shows the 'fieldprint' web application interface. At the top, there is a navigation bar with the logo, a welcome message 'Welcome, ssorge@fieldprint.com', a 'Logout' link, and language options 'English', 'Español', and 'Français'. Below the navigation bar, a progress bar indicates four steps: '1 Data Collection' (highlighted in blue), '2 Authorization', '3 Time and Location', and '4 Confirmation'. To the right of the progress bar is a 'Need More Help?' section with a phone icon, the text 'Call 877-614-4364 or', a speech bubble icon, and a 'Email Us' link. The main content area is titled 'Additional Information'. It contains two input fields: 'Organization Number:' and 'Contact ID:', both marked with a red asterisk indicating they are required. Each input field has a small question mark icon to its right. Below the input fields are two buttons: 'Save and Continue' and 'Back'. To the left of the input fields, there is a lock icon and the text 'We value your personal information and keeping it secure at ALL times.' with a 'Privacy Statement' link. To the right of the input fields, there is a save icon and the text 'Your information is saved as you complete each step. You can log in and continue at any time.'

Last Login: 3/18/19 9:44 © Copyright 2009-2019, Fieldprint, Inc. [Terms & Conditions](#) [Fieldprint Privacy Policy](#) [FBI Privacy Act Statement](#)

**The organization number/contact ID is assigned to each licensed private provider. All providers should already know their specific number. If you do not have this number please contact your employer.**

# Additional Information

If applicant enters organization ID that is not found....



fieldprint

Welcome, ssorge@fieldprint.com! Logout

English Español Français

1 Data Collection 2 Authorization 3 Time and Location 4 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.

The Organization Number / Contact ID was not found. Please enter again or contact the organization that directed you to this site to confirm your appropriate Organization Number / Contact ID.

Organization Number: \*  [?](#)

Contact ID: \*  [?](#)

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

If applicant enters a valid organization, they will proceed to the disclosure statement page

**The organization number/contact ID is assigned to each licensed private provider. All providers should already know their specific number. If you do not have this number please contact your employer.**

# Confirm the Organization



fieldprint

Welcome, tomas1234567@gmail.com! [Logout](#)

English | Spanish | Français

1 Data Collection    2 Authorization    3 Time and Location    4 Payment    5 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.

Organization Number: \*

Contact ID: \*

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

Last Login: 9/14/18 9:36 © Copyright 2009-2018 Fieldprint, Inc. [Terms & Conditions](#) [Fieldprint Privacy Policy](#) [FBI Privacy Act Statement](#)

**After you enter the organization number/contact ID and go to the next page, you will need to make sure the name and address are correct. Your eligibility letter will be sent to this provider so make sure it is the right place.**

**If it is not correct, check to make sure you entered the organization/provider number correctly. If it is still not correct, contact your employer to get the correct number.**

**Disclosure Statement  
for  
Licensed Private Provider Employees**

Attachment 3 – Not to be completed by Sponsors

A criminal history background investigation is required by law (§ 37.2-416 (B,)(i), *Code of Virginia*) on each individual who was not an employee or service provider at the facility prior to July 1, 1999. (Please type or print clearly.)

Licensed Provider Business Name	Licensed Provider Number (3 or 4 digit)
Applicant's Name (Last, First, Middle)	Social Security Number <input type="checkbox"/> No SSN #
Mailing Address (Street, City, State, Zip)	Phone Number (Area Code + Number)
<p>In Virginia or any other location: Have you ever been or are the subject of a founded complaint of child abuse or neglect?  <input type="checkbox"/> No <input type="checkbox"/> Yes: If yes, please list all cases and explain.</p>	
<p>Have you ever been <u>convicted*</u> of or are you the <u>subject of pending charges for any offense</u>, including moving traffic violations, but excluding offenses committed before your eighteenth birthday which were finally adjudicated in a juvenile court or under a youth offender law?  <input type="checkbox"/> No <input type="checkbox"/> Yes: If yes, please list all cases and explain.</p>	
<p><i>Convictions include <u>all</u> adult convictions <u>as well as</u> Virginia Juvenile adjudication's for the following, Capital Murder, First and Second Degree Murder, Lynching, or Aggravated Malicious Wounding, if you were age fourteen (14) to eighteen (18) when charged.</i></p>	
<p>*If convicted of misdemeanor assault &amp; battery, were any of these convictions committed while employed in a direct consumer care position?  <input type="checkbox"/> No <input type="checkbox"/> Yes</p>	
<p>I hereby certify that all entries on this disclosure statement are true and complete. I agree and understand that: (1) any falsification of the information provided, regardless of the time of discovery, may result in termination of my services as an employee; and (2) the information on this disclosure statement is subject to verification.</p>	
Signature of Applicant	Date

Reminder – Provider must retain a copy in criminal background request file.

## Sponsored Residential and/or Shared Living Individuals

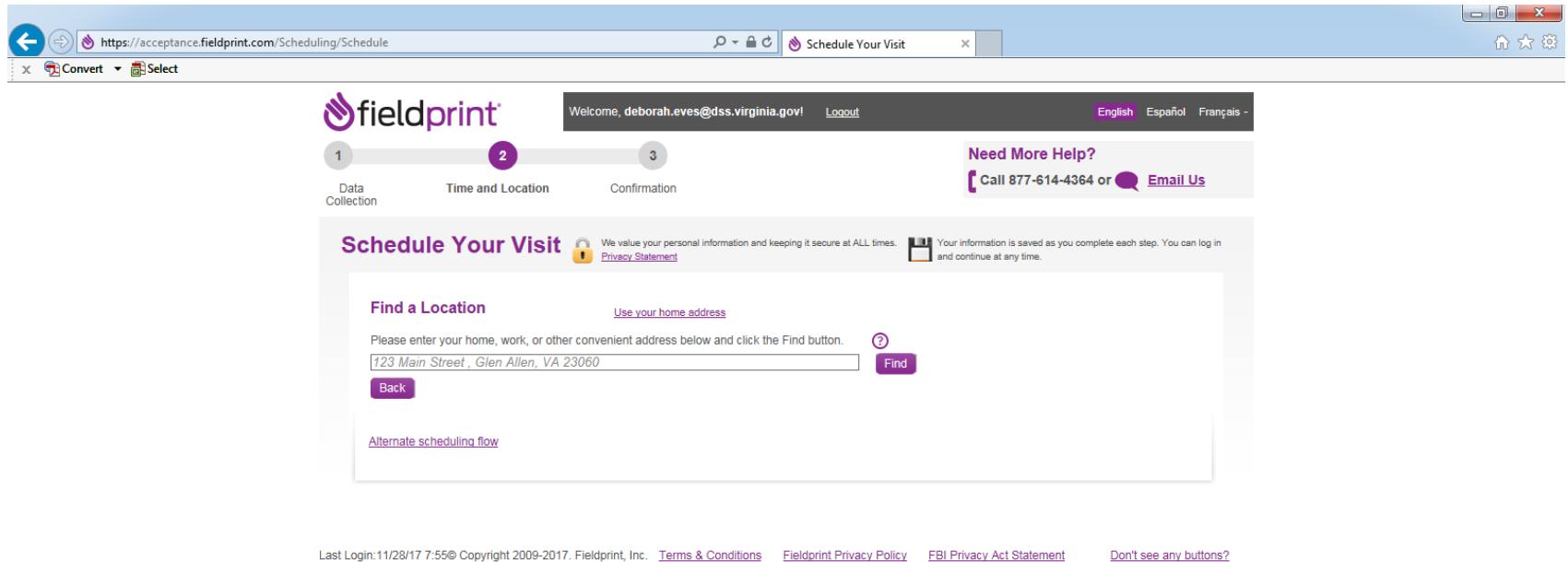
## Disclosure Statement

**Attachment 5 – To be completed by Sponsors**

A criminal history background investigation is required by law (§ 37.2-416 (B (ii), (iii), (iv) (v) *Code of Virginia*) on any sponsored residential applicant (SRA), any adult living in the home of a SRA, any person employed by a SRA to provide services in the home, and/or any person who enters into a shared living arrangement with a person receiving medical assistant services. (Please type or print clearly.)

Licensed Provider Business Name		Licensed Provider Number (3 or 4 digit)	
Name (Last, First, Middle)		Social Security Number <input type="checkbox"/> No SSN #	
Mailing Address (Street, City, State, Zip)		Phone Number (Area Code + Number)	
<p>In Virginia or any other location:        Have you ever been or are the subject of a founded complaint of child abuse or neglect?  <input type="checkbox"/> No <input type="checkbox"/> Yes: If yes, please list all cases and explain.</p>			
<p>Have you ever been <u>convicted</u>* or are you the <u>subject of pending charges for any offense</u>, including moving traffic violations, but excluding offenses committed before your eighteenth birthday which were finally adjudicated in a juvenile court or under a youth offender law?  <input type="checkbox"/> No <input type="checkbox"/> Yes: If yes, please list all cases and explain.</p>			
<p><i>Convictions include all adult convictions as well as Virginia juvenile adjudication's for the following, Capital Murder, First and Second Degree Murder, Lynching, or Aggravated Malicious Wounding, if you were age fourteen (14) to eighteen (18) when charged.</i></p>			
<p>*If convicted of misdemeanor assault &amp; battery, were any of these convictions committed while employed in a direct consumer care position?  <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			
<p>I hereby certify that all entries on this disclosure statement are true and complete. I agree and understand that: (1) any falsification of the information provided, regardless of the time of discovery, may result in termination of my services as a SRA, and/or to provide services for a SRA; and (2) the information on this disclosure statement is subject to verification.</p>			
Signature of Individual		Date	

# Find a location for fingerprinting

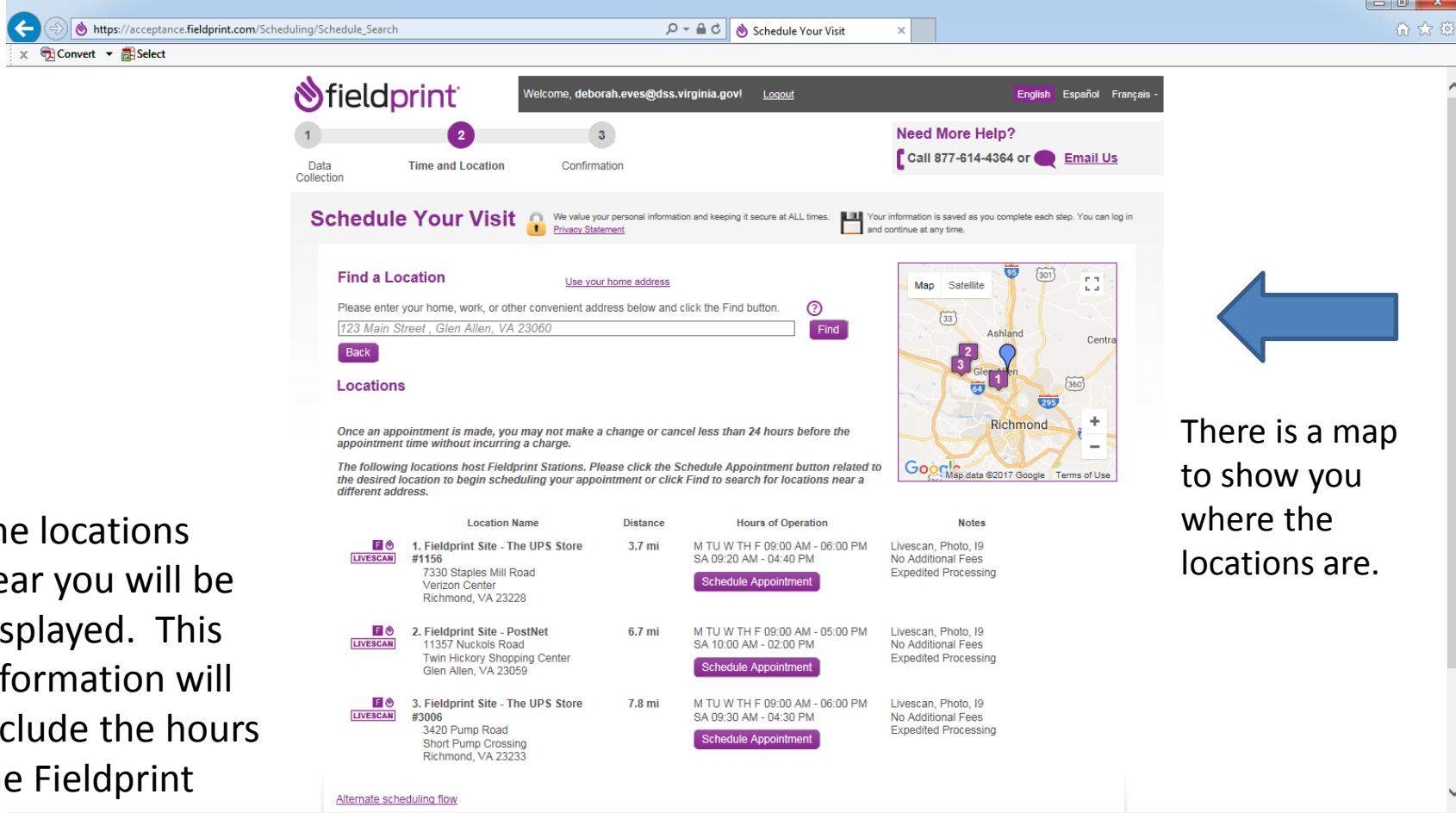


The screenshot shows a web browser window for the Fieldprint website at <https://acceptance.fieldprint.com/Scheduling/Schedule>. The page is titled "Schedule Your Visit". At the top, there is a navigation bar with links for "Logout", "English", "Español", and "Français". Below the navigation, a progress bar shows three steps: "Data Collection" (step 1), "Time and Location" (step 2, highlighted in purple), and "Confirmation" (step 3). To the right of the progress bar is a "Need More Help?" section with a phone icon and the text "Call 877-614-4364 or [Email Us](#)". The main content area is titled "Schedule Your Visit" and contains a "Find a Location" form. The form includes a "Use your home address" link, a note about security, and a "Find" button. The address "123 Main Street, Glen Allen, VA 23060" is entered into the address field. Below the form is a link to "Alternate scheduling flow". At the bottom of the page, there is a footer with links for "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

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



**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	Livescan, Photo, I9 No Additional Fees Expedited Processing
2. Fieldprint Site - PostNet 11357 Nuckles 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	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	Livescan, Photo, I9 No Additional Fees Expedited Processing

[Alternate scheduling flow](#)

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

# Schedule your appointment

123 Main Street, Glen Allen, VA 23060 [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
 <b>1. Fieldprint Site - The UPS Store #1156</b> 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	<a href="#">Schedule Appointment</a> 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](#)

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

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

[Close](#)

Once you've chosen 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	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      < 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

Select an available time on:  
**NOVEMBER 28, 2017**

Afternoon:

Evening:

[Close](#)

After you've selected 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:

11 / 28 / 2017

Get Available Times

Select an available time on:  
**NOVEMBER 28, 2017**

Afternoon: 12 PM - 5 PM Select...

Evening: After 5 PM 5:10

Schedule

**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.

Continue Cancel

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

A pop-up box will appear to notify you know that once you schedule your appointment you cannot change or cancel 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!

https://acceptance.fieldprint.com/Scheduling/Receipt

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**

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.

[Store Front](#)

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

*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.*

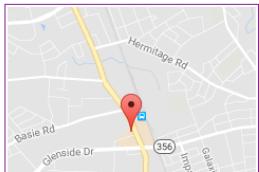
*Please call us at 800-799-1067 to rate your experience. We would appreciate feedback on your appointment and our site.*

*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 a copy of this page to your appointment. Click “Print Receipt” to print. If you need directions, click “Get Printable Directions”.

# 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 CURRENT

### 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



Map data ©2017 Google

### Rescheduling Your Appointment

If you need to reschedule your appointment, please click on the link below or call 577-614-4364. 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.

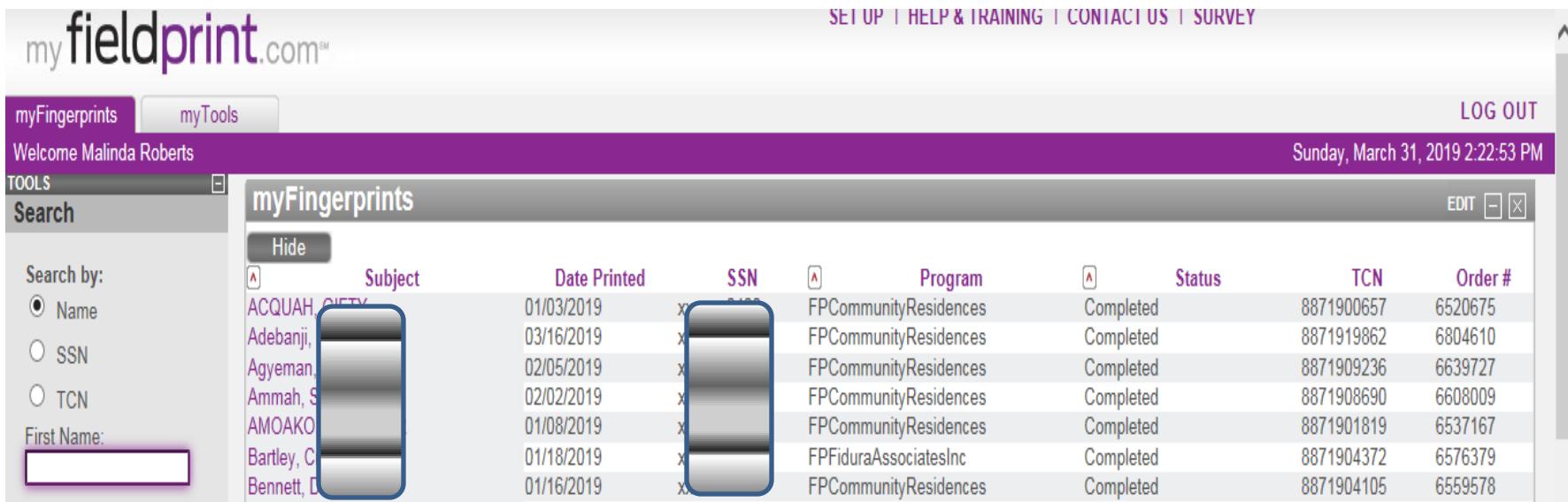
**Reschedule Appointment**

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?](#)

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

# How Can I Track Whether My Employee has Completed the Fingerprinting Process?

- Sign into your my fieldprint at <https://reports.myfieldprint.com/>
- This is what the sign in screen will look like if they have completed the process.



The screenshot shows the 'myFingerprints' section of the myfieldprint.com website. The page has a purple header with the 'myfieldprint.com' logo, 'LOG OUT', and a date/time stamp 'Sunday, March 31, 2019 2:22:53 PM'. The main content area is titled 'myFingerprints' and displays a table of completed records. The table columns are: Subject, Date Printed, SSN, Program, Status, TCN, and Order #. Each row represents a completed fingerprinting session. The 'SSN' column is redacted with a large black box.

Subject	Date Printed	SSN	Program	Status	TCN	Order #
ACQUAH, Gifty	01/03/2019	REDACTED	FPCCommunityResidences	Completed	8871900657	6520675
Adebanji, A.	03/16/2019	REDACTED	FPCCommunityResidences	Completed	8871919862	6804610
Agyeman, A.	02/05/2019	REDACTED	FPCCommunityResidences	Completed	8871909236	6639727
Ammah, S.	02/02/2019	REDACTED	FPCCommunityResidences	Completed	8871908690	6608009
AMOAKO, A.	01/08/2019	REDACTED	FPCCommunityResidences	Completed	8871901819	6537167
Bartley, C.	01/18/2019	REDACTED	FPPiduraAssociatesInc	Completed	8871904372	6576379
Bennett, D.	01/16/2019	REDACTED	FPCCommunityResidences	Completed	8871904105	6559578

# How Can I Track Whether My Employee has

myFingerprints

myTools

LOG OUT

Welcome Malinda Roberts

Sunday, March 31, 2019 2:34:47 PM

## Custom Reports



Report Name	Description	
Order Search	Order Search	Run Report
Order Search With Custom Fields	Order Search With Custom Fields	Run Report
VA DBHDS Data Feed	VA DBHDS Data Feed	Run Report
Monthly Payment Detail	List of orders in the selected month's Accounts Payable.	Run Report

## Report Configurator (Editable Orders)



### • Report Configurator

To create your own custom report, click below to access the Management Report Configuration tool. This tool will allow you to configure a custom report and save it to your mySaved Reports list for convenient access.

New

### • myManagement Reports

Report Name	Description	
Order Search With Custom Fields	Order Search With Custom Fields	Run Report
VA DBHDS Data Feed	VA DBHDS Data Feed	Run Report
Monthly Payment Detail	List of orders in the selected month's Accounts Payable.	Run Report
Client Credit Card Payment	Client Credit Card Payment	Run Report

# How Can I Track Whether My Employee has Completed the Fingerprinting Process?

- **Below is a sample of the above referenced report – Client Credit Card Payment**

Subject First Name	Subject Last Name	Payment Date	Payment Description	Amount Charged	Authorization Code
Mickey	Mouse	2/6/2019 1:13:08 PM	Fieldprint Scheduling Fee	58.7200	025813
Donald	Duck	2/6/2019 1:45:42 PM	Fieldprint Scheduling Fee	58.7200	047627
Betty	Boo	2/11/2019 11:03:26 AM	Fieldprint Rescheduling Fee	8.7200	012019
Daffy	Duck	2/13/2019 12:51:56 PM	Fieldprint Scheduling Fee	58.7200	099086
Road	Runner	2/14/2019 11:01:31 AM	Fieldprint Scheduling Fee	58.7200	044453

# Contact information

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

If you have any administrator access or account problems, e-mail [customerservice@myfieldprint.com](mailto:customerservice@myfieldprint.com)

If you have questions about fingerprint based background checks, please contact your BIU at 804-786-6384.