

Fingerprinting Frequently Asked Questions – Children’s Residential Facilities, Licensed Child Placing Agencies and LDSS foster and adoptive homes

**Where can I go to be fingerprinted?**

Fieldprint is the company DSS is working with to take fingerprints. You must make an appointment online. Fieldprint will not take walk in appointments. There are many locations across the state for you to choose from. You can find locations at this website: <https://fieldprintvirginia.com/> and enter the address or zip code of your location to find a fingerprinting site.

**What is a Fieldprint Code?**

The Fieldprint Code is specific to your facility and identifies which program you are working with and what type of applicant you are. These codes are specific to an assigned role. Individuals must make sure you use the correct Fieldprint code when you register. For example, employees must use the employee Fieldprint code. Household members must use the household member Fieldprint code. Foster parents must use the foster Fieldprint code and adoptive parents must use the adopt Fieldprint code.

**What is an “alias” name?**

An “alias” name is any name that an individual uses at one time or another. An example of an “alias” is a maiden name.

**What happens if my fingerprints get rejected?**

If your fingerprints are rejected, Fieldprint will contact you directly to schedule a new appointment for fingerprinting. If your prints are rejected a second time, the Office of Background Investigation will request a name search for you. You will be notified by OBI if this happens.

**How much does a fingerprint background check cost?**

LDSS will be billed the cost of fingerprinting for public child placing agency homes. Individuals with Children’s Residential Facilities and Licensed Placing Agencies must pay for fingerprinting during the online registration process.

The current costs are:

Employees (Children’s Residential Facilities), potential foster/adoptive parents, birth parents, household members	\$57.00
Volunteers (Children’s Residential Facilities)	\$38.00

This fee covers the FBI check, the Virginia State Police check, processing by the Office of Background Investigations, and the Fieldprint fee.

**How long will it take for the results of a fingerprint check to be available?**

If there is no criminal record, an eligible letter should be emailed within three days to a week from the fingerprint appointment date.

If there is a criminal record, OBI must wait for the full record to be sent from the Virginia State Police and conduct any necessary research to determine if there is a barrier conviction. This process can take two weeks or longer. The final determination letter will be emailed once all research has been completed.

### **What happens after fingerprints are submitted?**

Fingerprints are electronically submitted to the Virginia State Police and the FBI. The results of these searches are returned to OBI. Staff will screen the results against the barrier crimes list and determine if an individual is eligible to work with children. You can find a copy of the Child Placing Agencies and Independent Foster Home barrier crimes list here:

[http://www.dss.virginia.gov/files/division/licensing/lcpa/intro\\_page/background\\_investigations/lcpa\\_employees/guidance\\_procedures/barrier\\_crimes\\_cpa.pdf](http://www.dss.virginia.gov/files/division/licensing/lcpa/intro_page/background_investigations/lcpa_employees/guidance_procedures/barrier_crimes_cpa.pdf)

You can find a copy of the Children's Residential Facility barrier crimes list here:

[http://www.dss.virginia.gov/files/division/licensing/crf/intro\\_page/background\\_investigations/guidance\\_procedures/barrier\\_crimes\\_crf.pdf](http://www.dss.virginia.gov/files/division/licensing/crf/intro_page/background_investigations/guidance_procedures/barrier_crimes_crf.pdf)

OBI will email a determination letter to the provider let them know if the individual that submitted fingerprints is eligible or not eligible to work with children.

There are different types of letters.

- Eligible –eligible to work with children
- Not Eligible –not eligible to work with children
- Unable to Determine – there is not enough information to determine if a person is eligible or not eligible to work with children

### Why would someone get a “not eligible” letter?

The following are reasons why a “not eligible” letter has been sent:

- Conviction of a barrier crime, including a felony crime within the past five years
- Registry on the Sex Offender and Crimes Against Minors Registry

Anyone with a “not eligible” letter cannot be employed, volunteer, or be approved for licensure, registration, or as a subsidy vendor.

### What happens if a provider receives an “unable to determine letter”?

- The provider should contact OBI to clarify what information is needed.
- The provider should ask the individual to sign a statement explaining the situation and attach it to the “unable to determine” letter.
- If there is knowledge of a barrier conviction, the provider must treat it as “not eligible”, and that individual cannot be employed, volunteer, or be approved for licensure, registration, or as a subsidy vendor.

You can find more information about what to do with an “unable to determine” letter in the background procedures document found here: [http://www.dss.virginia.gov/family/children\\_background.cgi](http://www.dss.virginia.gov/family/children_background.cgi)

If there is a Virginia criminal record, it will be mailed to the provider with a “not eligible” or “unable to determine” letter.

After two rejections (VA or FBI), a name search will be conducted. The provider will be notified if this happens.

**Who do I contact if I do not agree with the criminal history results?**

Individuals can request a copy of their FBI criminal history record at: <http://www.fbi.gov/about-us/cjis/identity-history-summary-checks>

If an individual is denied because of information appearing on the individual’s FBI record and it comes to the individual’s attention that he is not the person of the record, the individual may initiate a challenge of the information contained in the record. The provider/facility is required by state and federal law to provide the individual with a copy of the challenge procedures. The challenge procedures can be found at: <http://www.fbi.gov/about-us/cjis/identity-history-summary-checks>

Individuals can request a copy of their Virginia criminal history record at: [http://www.vsp.state.va.us/CJIS\\_Criminal\\_Record\\_Check.shtm](http://www.vsp.state.va.us/CJIS_Criminal_Record_Check.shtm)

In instances where it comes to an individual’s attention that his name or other descriptive information is a matter of record in the Central Criminal Records Exchange (CCRE) and he is not the person of the record, then the individual may initiate a challenge of the information contained in the record. An individual should report this information to a local sheriff, police or State Police headquarters and request to be fingerprinted for the purpose of challenging a criminal record. The individual to be fingerprinted must show personal identification. The official taking the fingerprints must document on letterhead paper that he has reviewed the individual’s personal identification and obtained the fingerprints. This letter and the fingerprints are to be mailed to the following address:

Manager  
Central Criminal Records Exchange  
Virginia Dept. of State Police  
P.O. Box 27472  
Richmond, VA 23261-7472