The attached files are being sent to child day centers, family day homes, voluntarily registered family day homes, family day systems, religiously exempt child day centers, certified preschools, short-term child day centers and unlicensed child day programs receiving child care subsidy assistance from the Virginia Department of Social Services Email Distribution Service.

***Please do not reply to this email.***
DATE: January 11, 2018

TO: Licensed Child Day Centers
Licensed Family Day Homes
Voluntarily Registered Family Day Homes
Licensed Family Day System
Religious Exempt Child Day Centers
Certified Preschools
Unlicensed Child Day Programs Receiving Child Care Subsidy Assistance

FROM: Charlene Vincent, Director, Division of Licensing – Children’s Programs

SUBJECT: Fingerprint based background checks – implementation memo #4
How to Schedule an Appointment for Fingerprinting

This memo is to provide you information about how to schedule an appointment for fingerprinting. More details about this process will be added to: http://www.dss.virginia.gov/family/children_background.cgi.

Where does an individual 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/. Click on “our locations” for a zip code search. This will give you the address and hours of operation of locations.

What information does an individual need to register for an appointment to be fingerprinted?
To be able to register for a fingerprint appointment you must have a Fieldprint code and a facility ID. The Office of Background Investigations will send out Fieldprint codes and facility IDs to providers when it is time to begin fingerprinting. Providers should share this information with their employees, volunteers, household members, and applicants/agents when they are ready to be fingerprinted.

*Note about Fieldprint codes: These codes are specific to your role. You must make sure you use the correct Fieldprint code when you register. For example, if you are an
employee, you must use the employee Fieldprint code. If you are a household member, you must use the household member Fieldprint code.

You will be asked for information about yourself. This includes your social security number, current address, out of state addresses (from the past five years), phone number, and email. Make sure to have the information handy before you begin the registration.

**What do I need to bring with me when I am fingerprinted?**

Once you register for an appointment, you will receive a confirmation page. You must bring that confirmation with you to the appointment. You can print it out or show it on your mobile device.

You must also bring two forms of ID with you to the appointment. One ID must be a picture ID.

**How much does it cost for fingerprinting?**

The Department of Social Services will cover the cost of fingerprinting until September 30, 2018. After that time, you are responsible for the cost. The current costs are:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees, applicants, agents, caregivers, approved providers in a family day system, household members</td>
<td>$57.00</td>
</tr>
<tr>
<td>Volunteers</td>
<td>$38.00</td>
</tr>
</tbody>
</table>

After September 30, 2018, the Fieldprint website will include a payment screen. Programs should be budgeting for this expense beyond September 30, 2018.

If there are questions, please contact your licensing inspector or licensing office.
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.
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.

<table>
<thead>
<tr>
<th>Out of State 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Date:</td>
</tr>
<tr>
<td>To Date:</td>
</tr>
<tr>
<td>Address Line 1:</td>
</tr>
<tr>
<td>Address Line 2 (Suite/Apt/Unit):</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>State:</td>
</tr>
<tr>
<td>Zip Code:</td>
</tr>
</tbody>
</table>

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!

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.

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.