

**From:** Licensing [mailto:DSS\_LICENSING@LISTSERV.COV.VIRGINIA.GOV] **On Behalf Of** Williams, Edwina (VDSS)

**Sent:** Thursday, January 11, 2018 12:00 PM

**To:** DSS\_Licensing

**Subject:** Fieldprint Fingerprint Communication memo 4

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.\*\*\***

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# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

**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](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:

Employees, applicants, agents, caregivers, approved providers in a family day system, household members	\$57.00
Volunteers	\$38.00

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”

fieldprint

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!

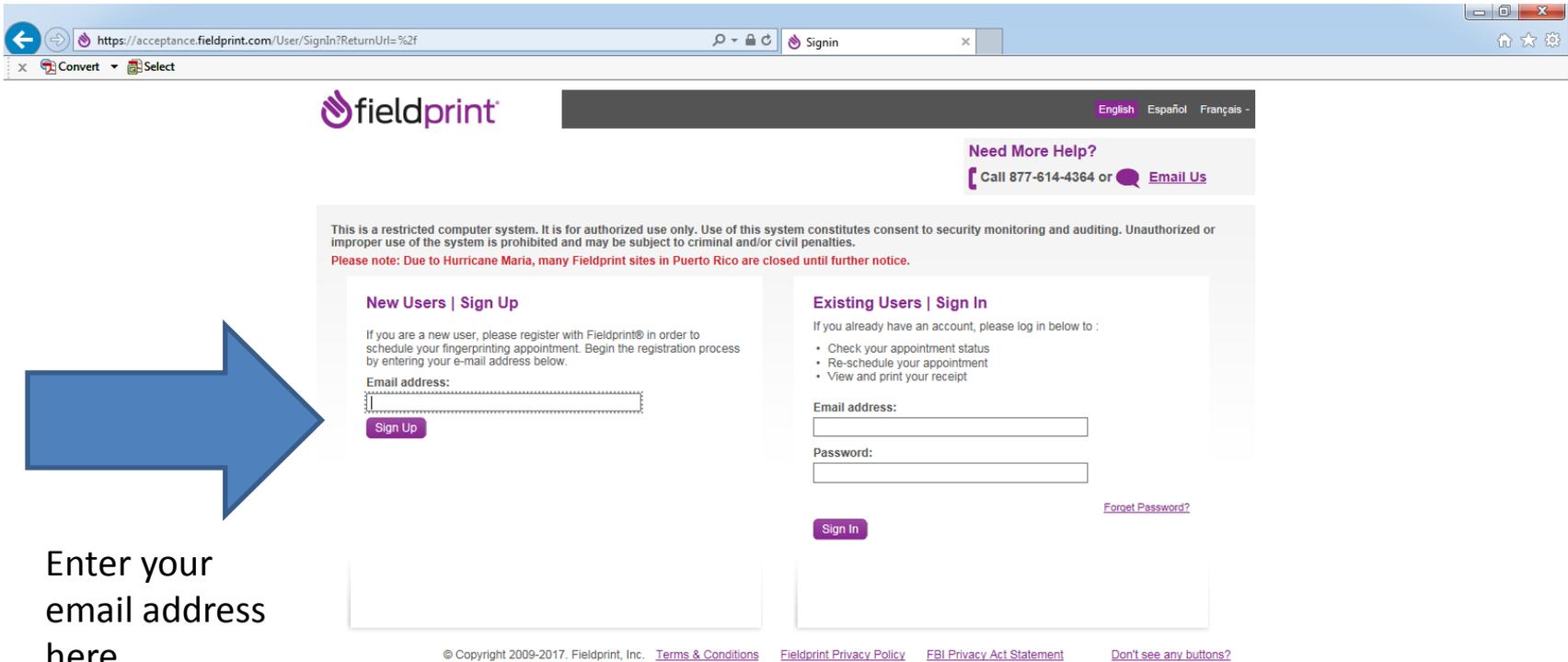
- 1 Schedule Your Visit**  
Sign in to our secure system to schedule your fingerprinting appointment at a convenient site near you.
- 2 Attend Appointment**  
Visit our professional collection location and have your fingerprints scanned electronically.
- 3 Get Results Fast!**  
We submit your fingerprints 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:  
  
[Forget Password?](#)  
[Sign In](#)

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Enter your  
email address  
here

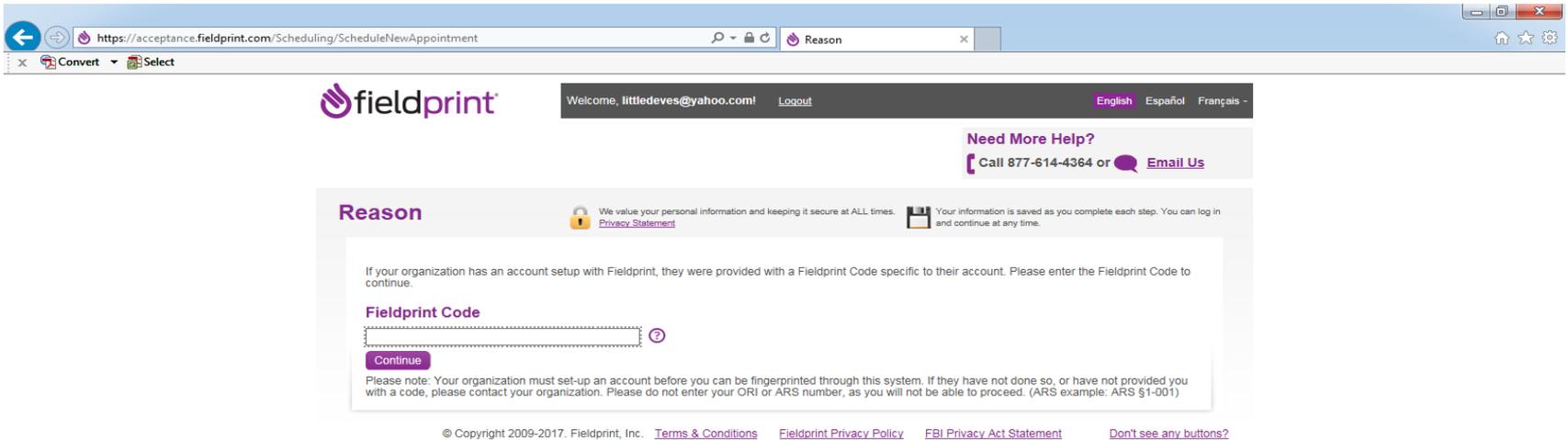
# Create a password and security question

The screenshot shows a web browser window with the URL <https://acceptance.fieldprint.com/User/SignUp>. The page features the Fieldprint logo and navigation links for English, Español, and Français. A help section offers a phone number (877-614-4364) and an email link. The main content is a 'Sign Up' form with the following sections:

- Sign Up** (with a lock icon and privacy statement link)
- 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." (with a document icon and privacy statement link)
- Registration instructions: "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** (input field)
- Re-type Password** (input field with a question mark icon)
- Security Question** (input field with a question mark icon)
- Answer to your Security Question** (input field with a question mark icon)
- Contact Email Address** (input field with a question mark icon)
- Sign Up and Continue** (button)

At the bottom, there is a copyright notice: © Copyright 2009-2017. Fieldprint, Inc. with links to [Terms & Conditions](#), [Fieldprint Privacy Policy](#), [FBI Privacy Act Statement](#), and [Don't see any buttons?](#)

# 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: "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 this, a message states: "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." A text input field labeled "Fieldprint Code" is shown 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 reads: "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 to call 877-614-4364 or email. The main content area is titled "Personal Information" and includes a privacy notice and a note about ID matching. Below this is a section for "Acceptable Forms of ID" with two sets of name input fields (First Name, Middle Name, Last Name, Suffix) and a "+ Add another name" button. A Social Security Number field is also present. Annotations include a large blue arrow pointing to the first name field with the text "Enter your full name here", another large blue arrow pointing to the second set of name fields with the text "Enter your 'alias' or any other name you use or have used here", and a smaller blue arrow pointing to the "+ Add another name" button with the text "You can add additional names here".

fieldprint

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](#)

**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

# 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

fieldprint

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](#)

### 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](#)

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?](#)

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

# Additional Information

The screenshot shows a web browser window with the URL <https://acceptance.fieldprint.com/States/VADssFacilityID>. 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 indicates the current step is 1, Data Collection. A 'Need More Help?' section provides contact information: 'Call 877-614-4364 or Email Us'. Below this is 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.' The main content area is titled 'Additional Information' and contains a form field for 'Facility ID:' with a question mark icon.

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 for English, Español, and 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

acceptance.fieldprint.com

Convert Select

Data Collection Time and Location Confirmation

Call 877-614-4384 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:

[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?](#)

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

fieldprint

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](#)

[Alternate scheduling flow](#)

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 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](#)

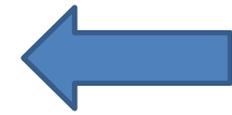
#### Locations

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 <a href="#">Schedule Appointment</a>	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 <a href="#">Schedule Appointment</a>	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 <a href="#">Schedule Appointment</a>	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 <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](#)

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:

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.

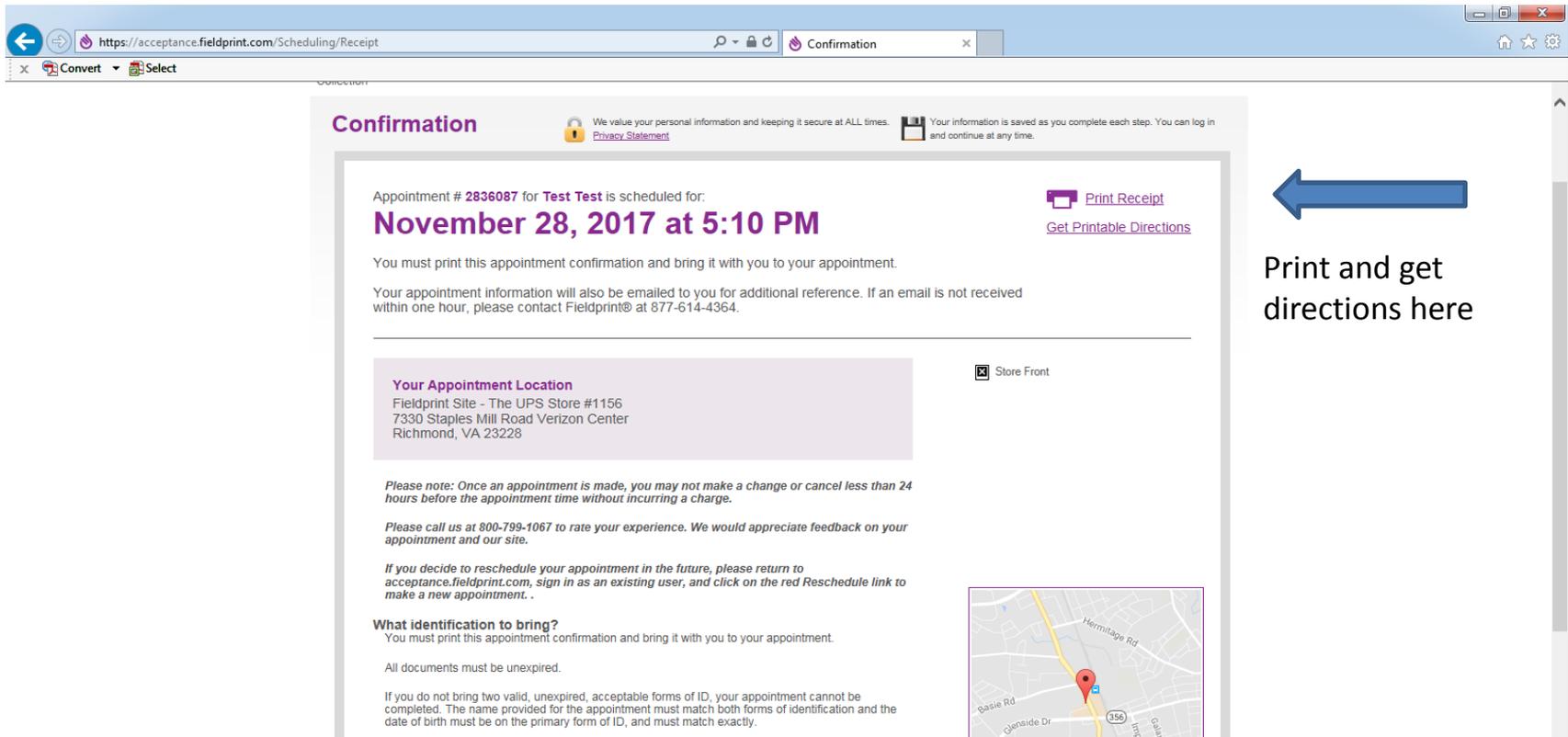
2. Fieldprint Site - PostNet 6.7 mi M TU W TH F 09:00 AM - 05:00 PM SA Livescan,

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.*

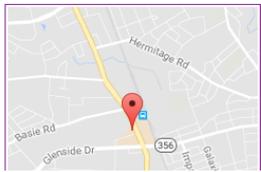
*Please call us at 800-799-1067 to rate your experience. We would appreciate feedback on your appointment and our site.*

*If you decide to reschedule your appointment in the future, please return to [acceptance.fieldprint.com](https://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

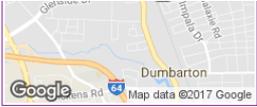
You must bring this page with you to your fingerprinting appointment.  
You can print this page and you can print directions on how to get to the location.

# 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**

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

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.