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Date: Mon, Mar 19, 2018 at 9:58 AM  
Subject: Fingerprinting Memo  
To: [DSS LICENSEING@listserv.cov.virginia.gov](mailto:DSS_LICENSEING@listserv.cov.virginia.gov)

The attached file is being sent to child day centers, short-term child day centers, family day homes, family day systems, voluntarily registered family day homes, religiously exempt child day centers, certified preschools, unlicensed child day programs receiving child care subsidy assistance, child placing agencies, children's residential facilities, child caring institutions, independent foster homes 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:** March 19, 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  
Licensed Child Placing Agencies  
LDSS Child Placing Agencies  
Children's Residential Facilities  
Child Caring Institutions  
Independent Foster Home

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

**SUBJECT:** Fingerprint based background checks – Registration Tips

This memo will give you some tips for registering for fingerprinting appointments with Fieldprint and clarify the time it may take for you to receive a letter from the Office of Background Investigations.

In order to complete a national fingerprint background checks an individual must register on line with Fieldprint and schedule an appointment to be fingerprinted. The person who needs to be fingerprinted should be the person who completes the registration.

### **Check and double check**

As you are completing the Fieldprint registration online, please make sure to check and double check the information entered. You should pay special attention to the following items to make sure they are correct:

- Social Security Number
- Your name (use the name that matches the name on your ID)
- Facility ID

If you make a mistake or a typo, you are not able to go back into the registration and change the information once the fingerprints are submitted, so please double check your information before you submit it.

### **Use the correct Fieldprint Code for your role**

Please make sure that you are using the correct Fieldprint Code for your role when you register. For example, if you are registering as a household member, make sure you are using the household member Fieldprint Code or if you are employee you use the employee Fieldprint Code. The determination letter that OBI sends is specific to the role you register for. The Office of Background Investigations has to make sure they are using the correct barrier crime list for the role of the individual when screening a criminal record. Double check to make sure the Fieldprint Code entered is the Fieldprint Code for you.

### **Fieldprint – Authority for Release of Information screen**

The Authority to Release Information screen allows the Office of Background Investigations to screen the criminal history and provide a determination letter. When completing this screen, the person who needs to be fingerprinted should be the person who types their name and checks the “I Agree” box.

This is a screen shot of the Authority for Release of Information Screen.

**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:

### **Missed fingerprinting appointments**

If a fingerprinting appointment is missed, Fieldprint charges a missed appointment fee.

Here are a few ways to avoid a missed appointment:

1. Print off your confirmation page and keep it some place that will remind you when you are scheduled to go.
2. If you need to change your appointment date or time, make that change at least 24 hours in advance. If you make that change with less than 24 hours' notice, the first appointment will count as a missed appointment.
3. Make sure to register using the name that is on your ID. Do not use nicknames or any name that does not match what is on your ID. If you do not register correctly, you will not be allowed to be fingerprinted and will have to make a new appointment and the current appointment will count as a missed appointment.

Please be mindful of your appointment and go when you are scheduled. If you have to change your appointment, give yourself enough time to reschedule.

**Timing for Criminal Records Checks and the OBI Determination Letter**

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.

If you are concerned about the length of time it is taking to receive a letter from OBI, please call the Office of Background Investigations – not Fieldprint.

**Contact information for OBI Criminal Unit**

The phone number for the OBI Criminal Unit is 804-726-7884.