Fieldprint Fingerprinting Instructions for Employees

**Employees should postpone scheduling with Fieldprint until your Employee Online Background Check Application has been approved by the Child Protection Liaison. If you are not sure, contact the Child Protection Liaison where you will be working. If you have *completed fingerprints for the Diocese in the past*, you are not required to complete another set of fingerprints.**

**To schedule an appointment, please follow these instructions:**

1. Visit [**http://fieldprintvirginia.com**](http://fieldprintvirginia.com)
	1. To search other Locations in other states, visit: [**https://fieldprintvirginia.com/SubPage\_2col.aspx?ChannelID=421**](https://fieldprintvirginia.com/SubPage_2col.aspx?ChannelID=421)
2. Click on the “**Schedule an Appointment**” button.
3. Enter an email address under “**New Users/Sign Up**” and click the “**Sign Up**” button. Follow the instructions for creating a Password and Security Question and then click “**Sign Up and Continue**”.
4. **Provide the Fieldprint Location Code (Liaisons personalize the red font and add your location code): FPCDA####**
	1. The Location code is needed to ensure the results are routed to the correct Location.
5. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
6. At the end of the process, **print the Confirmation Page**. **Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.**
7. If you have any questions or problems, you may contact our customer service team at **1-877-614-4364** or customerservice@fieldprint.com.