

## Fieldprint Fingerprinting Instructions for Diocesan Employees

To schedule a fingerprinting appointment, please follow these simple instructions:

1. Visit <http://fieldprintvirginia.com>
  - a. 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. Enter the Fieldprint Code: **FPCDALOCATION CODE #**
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 877-614-4364 or [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com).

You must complete the OPCYP electronic application *prior* to making the Fieldprint appointment.