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

1. Visit **http://fieldprintvirginia.com**

2. Click on the "Schedule an Appointment" button.
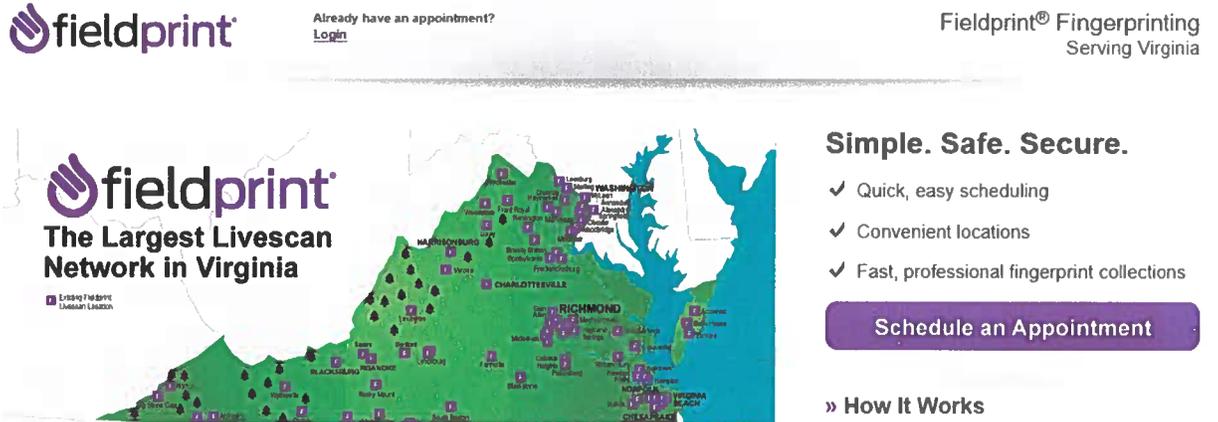
3. Select "Sign Up" to create an account as a New User.

Sign Up

To schedule your appointment – sign up.

4. Select "I agree" on the **Consent Agreement**.

E-SIGN Act Disclosure and Consent ("Consent Agreement")

Pursuant to the Federal Electronic Signatures in Global and National Commerce Act ("E-Sign Act"), you have a right to receive any disclosures or notices in a non-electronic form. Before providing electronic signatures or obtaining legally required disclosures and notices electronically, please review and indicate your acceptance of the terms below. If you do not accept these terms or do not agree to the use of electronic disclosures and signatures, we will provide you with, or make available to you, any required disclosures on paper or non-electronic form at no additional charge to you.

I do not agree   I Agree

5. Fill out the required fields in order to create an account and select 3 security questions from the drop down menu and type in the answers. Then click "Continue".

Create Account

Please fill in the following fields to create an account

Email*	e.g. example@domain.com
Username*	
Password*	show
Confirm Password*	show
First Name*	
Last Name*	
Mobile Phone Number	

Security Questions

Please select three security questions and provide answers in the boxes below. Your answer(s) cannot contain your username, password, email address or security question

Security Question 1*	Select one	⌄
Answer 1*		show
Security Question 2*	Select one	⌄
Answer 2*		show
Security Question 3*	Select one	⌄
Answer 3*		show

Back   Continue

6. You will be sent a "Fieldprint Account Verification" email that contains an 8 digit code that must be entered on the "Verify Account" page. After entering the Verification Code select "Complete Registration".

Verify Account

An email has been sent to your provided email address. The subject of the email will be "Fieldprint Account Verification" and will arrive from email sender auth@fieldprint.com

Please follow the directions in the email to continue creating your account.
You may need to check your Junk or Spam folder.

ⓘ **Please do not close your browser.**
If your browsing session closes, please log back in using your username and password and enter the 8-digit Verification Code emailed to you at the email address provided during account creation. This Verification Code will expire after 30 minutes.

Verification Code*   Your 8-digit code

Didn't receive an email? Click here to resend email

Complete Registration

7. Log in with your Username and Password.

Your account has been verified
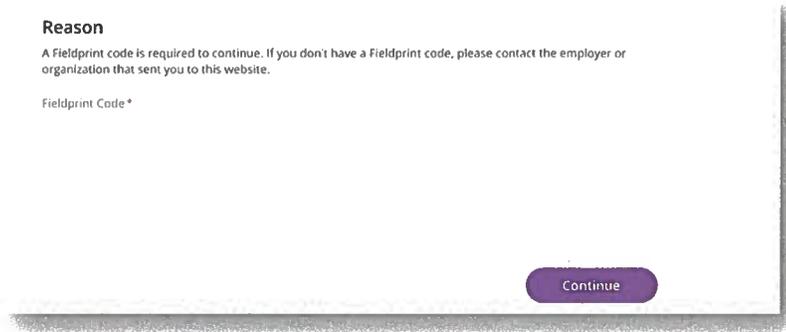You have successfully verified your account, please log in

Log In

Username

Password

Password

Back   Login

Forgot username?   Forgot password?

8. Type in the answer to your pre-selected security question and click "Continue".

9. Enter the Fieldprint Code provided by your employer and select "Continue".

Reason

A Fieldprint code is required to continue. If you don't have a Fieldprint code, please contact the employer or organization that sent you to this website.

Fieldprint Code *

Continue

10. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.

11. 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.

12. If the applicant has any questions or problems, they may contact our customer service team at 877-614-4364 or customerservice@fieldprint.com.