

FieldPrint Paper/Ink Card Request Instructions

Virginia Office of EMS
Division of Regulation and
Compliance
1041 Technology Park Drive
Glen Allen, VA 23059
804-888-9100

If the Fieldprint location is too far away or the available hours are too limited, an option is available for FieldPrint to mail the applicant a paper and ink card that the applicant will take to their local law enforcement station or office to be completed, and then mailed back to Fieldprint for processing.

Applicant will need to go to the OEMS [website](#) click on Regulation and Compliance then click Fingerprint Submission.

The applicant must answer three questions to obtain correct FieldPrint Code. The applicant will then click the link for FieldPrint and create their FieldPrint account/profile and FieldPrint will guide the applicant through the process of scheduling their appointment.

If you plan to request a paper & ink card from FieldPrint - you MUST schedule your appointment NO LESS than 14 days from the time of your request.

The applicant must provide the EMS agency # (License #) they are joining and their Certification number if they are certified or endorsed. Non-certified applicants will not be asked for a certification #.

The appointment can only be scheduled by the applicant - **not the agency** as the application is specific to a social security number and is specific to the applicant, **not the agency**.

When the applicant completes the scheduling process, a confirmation number will be provided. Please print or take note of this confirmation number (#) and be prepared to provide this along with two forms of ID, when arriving for your appointment. This confirmation # is also required to request a paper & ink card to be mailed.

How to Request a FieldPrint paper & ink card for fingerprint submission:

After scheduling your FieldPrint appointment 14 days in advance - return to the OEMS website.

Click on the [Regulation and Compliance](#) tab.

Then under [Quick Links / Forms](#)

Select [Fingerprint Submission-Paper Card Request](#)

Complete all required fields, as marked with (*) **Request will not submit if required information is missing.**

*Provide your EMS Certification # if you hold a certification or endorsement.
If not certified or endorsed simply leave this box blank.*

Individual Completing Request: Name and mailing address of requestor must be complete and accurate for FieldPrint to mail fingerprint card. Please include phone numbers and email addresses. If any required fields are left blank, then the request will be incomplete and will not submit.

- You **MUST** check the acknowledgement box, confirming you have scheduled your FieldPrint appointment.
- You **MUST** click “**Submit**” at the bottom of the form to complete your request.
- The Office of EMS will advise FieldPrint to mail a paper & ink fingerprint card packet to applicant.
- When the packet arrives in the mail, take it to your local law enforcement office and have fingerprints applied to the card.
- When the fingerprint card is completed, place the card in the postage paid envelope provided by Fieldprint and mail back to FieldPrint.

For more information on how to exercise this option, please contact Background Investigator, Mrs. Katie Hodges, with Regulation and Compliance Division at 804-888-9133 or Kathryn.Hodges@vdh.virginia.gov