

Criminal History Record Verification – Fieldprint (Fingerprint submission)

Virginia Office of EMS
Division of Regulation & Compliance
1041 Technology Park Drive
Glen Allen, VA 23059
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If you have questions regarding the Fieldprint (fingerprint submission), please visit the Virginia Office of EMS (OEMS) website [Frequently Asked Questions \(FAQ\)](#).

In order to submit fingerprints, please visit the OEMS [website](#), click on Regulation and Compliance Enforcement tab, and then click Fingerprint Submission sub-tab.

The applicant will have to answer three easy questions. Based on their answers, a FieldPrint code will be generated that the applicant is to use. The applicant will then click the link for FieldPrint and create their FieldPrint account/profile and Fieldprint will guide the applicant through the process.

The applicant must provide the EMS agency number (5 Digit OEMS License number) and their OEMS ID/Certification number, and the FieldPrint code when scheduling their fingerprint submission appointment.

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**.

Again for clarity - agencies **cannot** create profiles or appointments for applicants.

Applicants for affiliation, education, certification or endorsement by the Virginia Office of EMS will not be prompted to pay.

When the applicant completes the scheduling process a confirmation number will be assigned. 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 also serves as receipt of payment and successful scheduling of fingerprint submission.

****If the Fieldprint location is too far away (defined as more than 50 miles 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, then mailed back to Fieldprint for processing.**

For more information on how to exercise this option, please contact Mrs. Katie Hodges in the Regulation and Compliance Enforcement Division at 804-888-9133.