

Implementation of the Fieldprint Process for DBHDS Licensed Private Providers



Background Investigations Unit Spring, 2019


Department of Behavioral Health and Developmental Services

Setting Up My Provider Account With Fieldprint

Go to <https://fieldprintvirginia.com/> and click “Set Up An Account”

The screenshot shows the Fieldprint Virginia website. At the top, there is a header with the Fieldprint logo, a link for users with appointments, and the text 'Fieldprint® Fingerprinting Serving Virginia'. Below the header, there is a large banner with the Fieldprint logo and the text 'The Largest Livescan Network in Virginia' next to a map of Virginia. To the right of the map, there is a section titled 'Simple. Safe. Secure.' with three bullet points: 'Quick, easy scheduling', 'Convenient locations', and 'Fast, professional fingerprint collections'. Below this is a purple button that says 'Schedule an Appointment'. To the right of the button is a navigation menu with links: 'How it Works', 'Our Locations', 'Set Up An Account', 'FAQs', and 'About Fieldprint'. A large red arrow points to the 'Set Up An Account' link. Below the navigation menu, there is a section titled 'Fieldprint's fingerprinting process is quick, easy and convenient!' with three numbered steps: 1. Schedule Your Visit, 2. Attend Appointment, and 3. Get Results Fast! At the bottom of the page, there is a footer with the text 'Applicants - Get started today! It's easy to [schedule an appointment](#).' and a copyright notice '© Copyright 2003-2019, Fieldprint, Inc.'. There is also a navigation bar at the bottom with links: Home, Glossary, History of Fingerprinting, Site Map, Legal/Privacy, and Contact Us.

Setting Up My Provider Account With Fieldprint Sign Up



Already have an appointment?
[Login](#)

Fieldprint® Fingerprinting
Serving Virginia

Set Up An Account

Fieldprint provides fingerprinting services. Signing up is easy and takes just a few minutes to complete. Just follow the steps below using the Fieldprint® Fingerprinting Program Setup Wizard.

- Enter your organization's general information including address, phone and fax numbers.
- Enter the primary contact for your organization, including address, contact person, phone and email address.
- Choose your credit card payment option. Here you will determine whether your organization will pay by credit card for applicants to be fingerprinted or whether the applicants will pay by credit card to be fingerprinted.
- Provide your organization's credit card information (if your organization chooses to pay for applicants to be fingerprinted).
- Read the Service Agreement, and electronically sign it.

Once your information has been received you will be sent via email your Fieldprint Code.

To sign up, click the link below to enter the Setup Wizard.

[Sign Up](#)

Simple. Safe. Secure.

- ✓ Quick, easy scheduling
- ✓ Convenient locations
- ✓ Fast, professional fingerprint collections

Schedule an Appointment

- » How It Works
- » Our Locations
- » **Set Up An Account**
- » FAQs
- » About Fieldprint

Applicants - Get started today! It's easy to [schedule an appointment](#).

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[Home](#) | [About Us](#) | [History of Fingerprinting](#) | [Site Map](#) | [Legal](#) | [Privacy](#) | [Contact Us](#)

Setting Up My Provider Account With Fieldprint

General Information

Fieldprint Account Setup Wizard



General Information

Required items are marked with *

Please provide information about your organization.

Organization Legal Name *

Address *

Address 2 *

City *

State *

ZIP Code *

Phone *

Fax Number *

Annual Fingerprint Volume *

Virginia Agency *

Select: VA DBHDS

Next

If you would like to speak to a Fieldprint® representative about the setup process, please call 888-472-0918.

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Setting Up My Provider Account With Fieldprint

General Information

Select.....

Phone ? *

Fax Number ?

Annual Fingerprint Volume ? *

Virginia Agency ? *

once an agency is selected additional text boxes will request the specific agency FPcode.

Please list the Fieldprint Code(s) that were provided to you by the authorizing agency.
If you do not have this information, please contact your authorizing agency to obtain.
If you have further Fieldprint Codes that require setup, please contact Account Management at customerservice@myfieldprint.com.

Fieldprint Code 1 *

Fieldprint Code 2

Fieldprint Code 3

<<<<EXTREMELY IMPORTANT>>>>

These Fieldprint Codes are only to be used when setting up your provider (business) account with Fieldprint. Please contact DBHDS' Background Investigations Unit for this information.

Setting Up My Provider Account With Fieldprint Payment Preference

Fieldprint Account Setup Wizard



Payment Preference

Required items are marked with *

Indicate your payment preference below:

- ☐ Applicant pays.
Applicants, when scheduling their fingerprinting appointment on the website, will be required to provide a valid credit card or debit card for payment.
- ☐ Provider pays.
If you wish to pay for the fingerprinting services, please select this option. You will be asked to provide a valid credit card. Each time an applicant schedules a fingerprint appointment, this card will be charged.

[Next](#) [Back](#)

If you would like to speak to a Fieldprint representative about the setup process, please call 855-477-8943.

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[Home](#) | [Legal/Privacy](#) | [Contact Us](#)

Setting Up My Provider Account With Fieldprint Service Agreement

The screenshot shows the 'Fieldprint Account Setup Wizard' with five steps: 1. General, 2. Contact, 3. Payment, 4. Agreement (highlighted in purple), and 5. Confirm.

Service Agreement

Required items are marked with *

Please read the instructions and Services Agreement that have been downloaded. If you did not receive the download, please click [here](#).

It outlines the fingerprinting services we provide to your organization, and the business relationship between your organization and Certiphi.

Once you have reviewed the agreement and checked the box that indicates that you agree to its terms and conditions, please type your name and the date into the appropriate boxes below. This serves as your electronic signature. It is legally acceptable to sign this document using an electronic signature.

When you are finished, click Next.

☐ I Agree to the terms and conditions of the agreement *

Your Full Name: *

Today's Date: *

Month: Day: Year:

If you would like to speak to a Fieldprint® representative about the setup process, please call 800-472-0916.

Setting Up My Provider Account With Fieldprint Sample Service Agreement and E-mail

PLEASE REFER TO YOUR TWO HANDOUTS

- Sample Service Agreement**
- Sample E-mail Confirmation**

Setting Up My Provider Account With Fieldprint

Service Agreement



Fieldprint provides fingerprinting services for submission through Virginia State Police for various programs. To utilize these services, please follow the instructions below.

Complete application information below:
Please select the one that applies and provide corresponding numbers:

- a. ☒ VA Behavioral Health

Please provide the Fieldprint Code(s) given to you by your regulatory agency.

Fieldprint Code #1 (required): FPDBHDSPPN

Fieldprint Code #2 (optional): FPDBHDSAPPL

Fieldprint Code #3 (optional): _____

Fieldprint Code #4 (optional): _____

- b. ☐ VA Dept of Social Services

Please provide the Fieldprint Code(s) given to you by your regulatory agency.

Fieldprint Code #1 (required): _____

Fieldprint Code #2 (optional): _____

Fieldprint Code #3 (optional): _____

Fieldprint Code #4 (optional): _____

- c. ☐ VA Criminal Justice Services

Please provide the Fieldprint Code(s) given to you by your regulatory agency.

Fieldprint Code #1 (required): _____

Fieldprint Code #2 (optional): _____

Fieldprint Code #3 (optional): _____

Fieldprint Code #4 (optional): _____

- d. ☐ VA National Child
Protection Act

VSP Account Number: _____

ORI: _____

Please provide the name and contact information for the individual who will be the primary contact on your account:

Full Name: _____ Title: QUALITY ASSURANCE MANAGER

Setting Up My Provider Account With Fieldprint

E-mail Confirmation

- **Setup Account Confirmation**
- Your information has been received. Once your account is set up in our system you will be sent an email with your Fieldprint Code and your reports.myFieldprint.com access information, which will allow you to check your applicant's status in the process. Please allow 1-2 business days for the processing of your account. Accounts will be created in the order that they are received.
- **Fieldprint Code** – Your applicants will need this code when scheduling a fingerprinting appointment at <https://fieldprintvirginia.com>. **Please note that if you selected the Provider Pays option, you will be charged each time this code is used. You should take precautions to ensure this code is only provided to those applicants you wish to have fingerprinted.**
- reports.myFieldprint.com – This is a secure Web site that will allow you to view scheduled fingerprint appointments and track when fingerprints are submitted. Please note that no fingerprint results are available on the reports.myFieldprint.com web site.

Setting up the Appointment

The screenshot shows the Fieldprint Virginia website in a web browser. The browser's address bar displays <https://fieldprintvirginia.com/>. The website header includes the Fieldprint logo, a "Login" link for existing users, and the text "Fieldprint® Fingerprinting Serving Virginia".

The main content area features a map of Virginia titled "The Largest Livescan Network in Virginia" with numerous location pins. To the right of the map, the text "Simple. Safe. Secure." is followed by three bullet points: "Quick, easy scheduling", "Convenient locations", and "Fast, professional fingerprint collections". A prominent purple button labeled "Schedule an Appointment" is positioned below these points.

Below the map, a section titled "Fieldprint's fingerprinting process is quick, easy and convenient!" outlines a three-step process:

- 1 Schedule Your Visit**: Sign in to our secure system to schedule your fingerprinting appointment at a convenient site near you.
- 2 Attend Appointment**: Visit our professional collection location and have your fingerprints scanned electronically.
- 3 Get Results Fast!**: We submit your fingerprints to the state electronically, so your results are returned quickly.

On the right side of the page, a vertical menu lists additional resources: "How It Works", "Our Locations", "FAQs", and "About Fieldprint".

At the bottom of the page, a footer contains the copyright notice "© Copyright 2009-2017. Fieldprint, Inc." and a row of links: "Home", "Glossary", "History of Fingerprinting", "Site Map", "Legal / Privacy", and "Contact Us".

<<<<EXTREMELY IMPORTANT>>>>

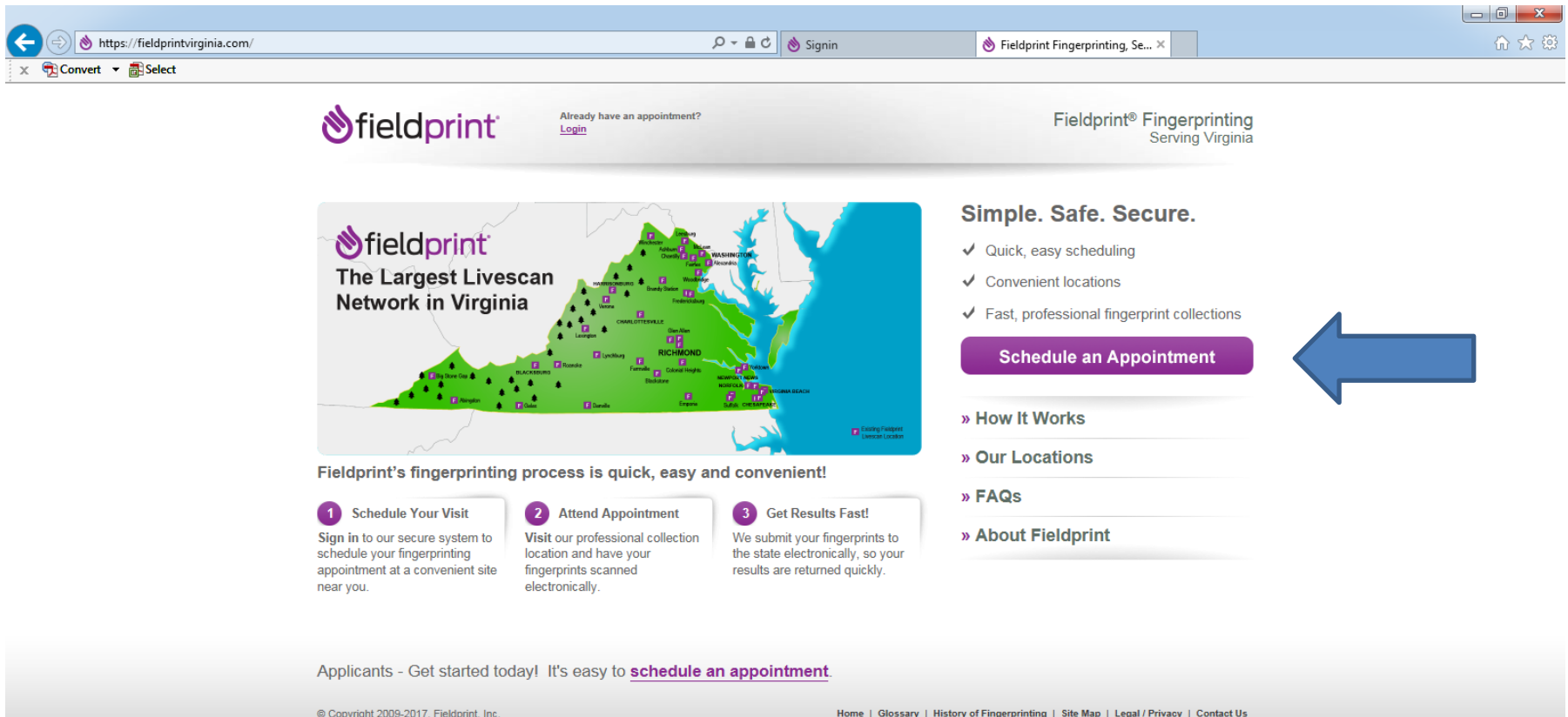
You will not be able to schedule an appointment, until you receive your unique provider Fieldprint code from Fieldprint.

Things to know before Setting up your Appointment

- You will be asked for the following:
 - name
 - phone number and email
 - current address
 - social security number
 - citizenship
 - place of birth
 - Fieldprint code (code supplied by Fieldprint)
 - Organization/Provider code (3 or 4 digit)
 - Contact ID (If applicable)

Have this information handy before you begin your registration.

Go to <https://fieldprintvirginia.com/> and click “Schedule an Appointment”



The screenshot shows the homepage of the Fieldprint Virginia website. The browser's address bar displays <https://fieldprintvirginia.com/>. The website header includes the Fieldprint logo, a login link for existing users, and the text "Fieldprint® Fingerprinting Serving Virginia". The main content area features a map of Virginia with numerous location pins, accompanied by the text "The Largest Livescan Network in Virginia". To the right of the map, a list of benefits is provided under the heading "Simple. Safe. Secure.", followed by a prominent purple "Schedule an Appointment" button. A large blue arrow points to this button. Below the button are links for "How It Works", "Our Locations", "FAQs", and "About Fieldprint". A three-step process is outlined: 1. Schedule Your Visit, 2. Attend Appointment, and 3. Get Results Fast!. The footer contains copyright information and a navigation menu with links to Home, Glossary, History of Fingerprinting, Site Map, Legal / Privacy, and Contact Us.

fieldprint

Already have an appointment?
[Login](#)

Fieldprint® Fingerprinting
Serving Virginia

fieldprint
The Largest Livescan
Network in Virginia

Simple. Safe. Secure.

- ✓ Quick, easy scheduling
- ✓ Convenient locations
- ✓ Fast, professional fingerprint collections

Schedule an Appointment

- » [How It Works](#)
- » [Our Locations](#)
- » [FAQs](#)
- » [About Fieldprint](#)

1 Schedule Your Visit
Sign in to our secure system to schedule your fingerprinting appointment at a convenient site near you.

2 Attend Appointment
Visit our professional collection location and have your fingerprints scanned electronically.

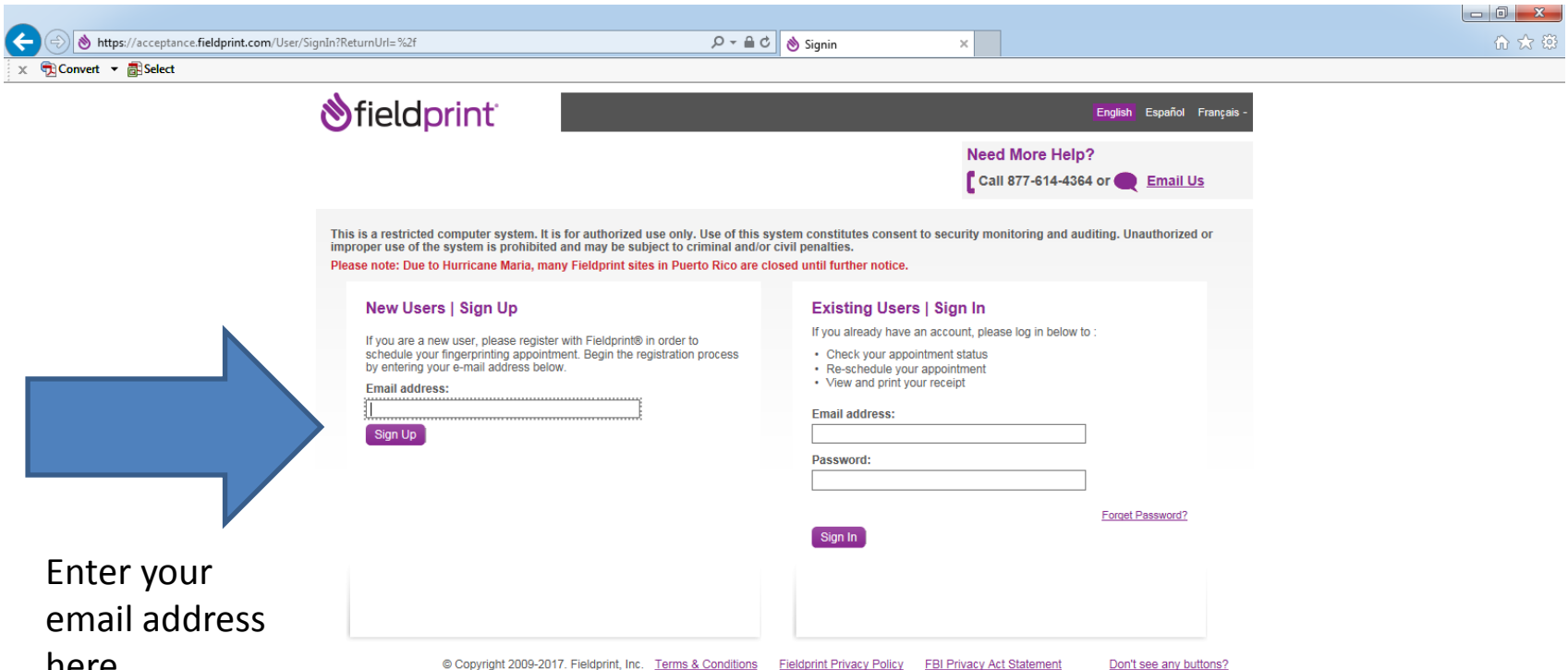
3 Get Results Fast!
We submit your fingerprints to the state electronically, so your results are returned quickly.

Applicants - Get started today! It's easy to [schedule an appointment](#).

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[Home](#) | [Glossary](#) | [History of Fingerprinting](#) | [Site Map](#) | [Legal / Privacy](#) | [Contact Us](#)

Create an Account



https://acceptance.fieldprint.com/User/SignIn?ReturnUrl=%2f

fieldprint

English Español Français

Need More Help?
Call 877-614-4364 or Email Us

This is a restricted computer system. It is for authorized use only. Use of this system constitutes consent to security monitoring and auditing. Unauthorized or improper use of the system is prohibited and may be subject to criminal and/or civil penalties.
Please note: Due to Hurricane Maria, many Fieldprint sites in Puerto Rico are closed until further notice.

New Users | Sign Up

If you are a new user, please register with Fieldprint® in order to schedule your fingerprinting appointment. Begin the registration process by entering your e-mail address below.

Email address:

Sign Up

Existing Users | Sign In

If you already have an account, please log in below to :

- Check your appointment status
- Re-schedule your appointment
- View and print your receipt

Email address:

Password:

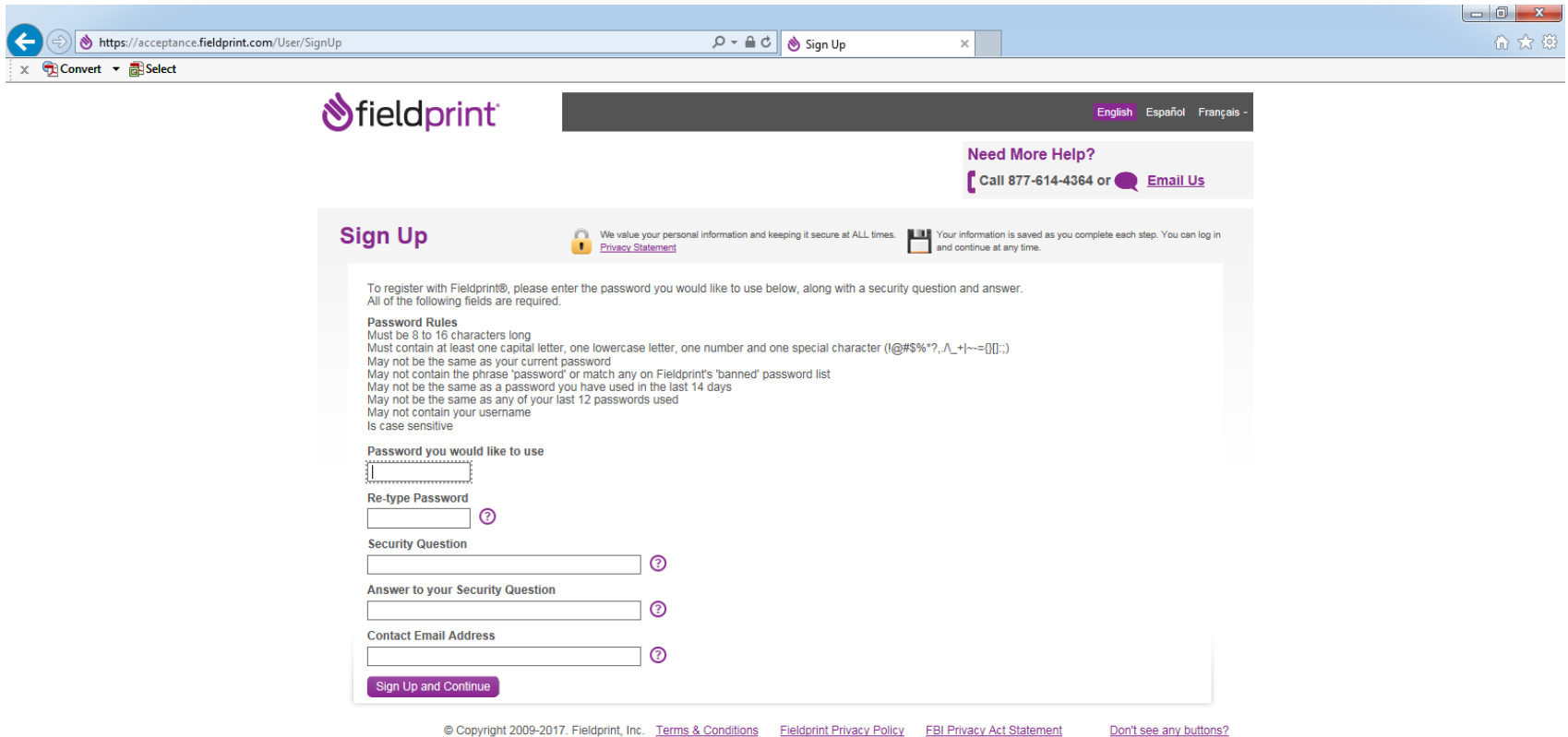
Sign In

Forget Password?

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Enter your
email address
here

Create a password and security question



The screenshot shows a web browser window with the URL <https://acceptance.fieldprint.com/User/SignUp>. The page features the Fieldprint logo and a navigation bar with language options: English, Español, and Français. A help section on the right offers assistance via phone (877-614-4364) or email. The main content area is titled "Sign Up" and includes a privacy notice. Below this, a "Password Rules" section lists requirements: 8-16 characters, one capital letter, one lowercase letter, one number, and one special character; not the same as the current password; not in the banned list; not used in the last 14 days; not the same as the last 12 passwords; and case sensitive. The form contains five input fields: "Password you would like to use", "Re-type Password", "Security Question", "Answer to your Security Question", and "Contact Email Address". Each field has a question mark icon for help. A "Sign Up and Continue" button is at the bottom of the form. The footer contains copyright information and links to Terms & Conditions, Fieldprint Privacy Policy, FBI Privacy Act Statement, and a "Don't see any buttons?" link.

fieldprint

English Español Français

Need More Help?
Call 877-614-4364 or Email Us

Sign Up

We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)

Your information is saved as you complete each step. You can log in and continue at any time.

To register with Fieldprint®, please enter the password you would like to use below, along with a security question and answer.
All of the following fields are required.

Password Rules
Must be 8 to 16 characters long
Must contain at least one capital letter, one lowercase letter, one number and one special character (!@#\$%&*,_+|-~=:;[]~.)
May not be the same as your current password
May not contain the phrase "password" or match any on Fieldprint's "banned" password list
May not be the same as a password you have used in the last 14 days
May not be the same as any of your last 12 passwords used
May not contain your username
Is case sensitive

Password you would like to use

Re-type Password ?

Security Question ?

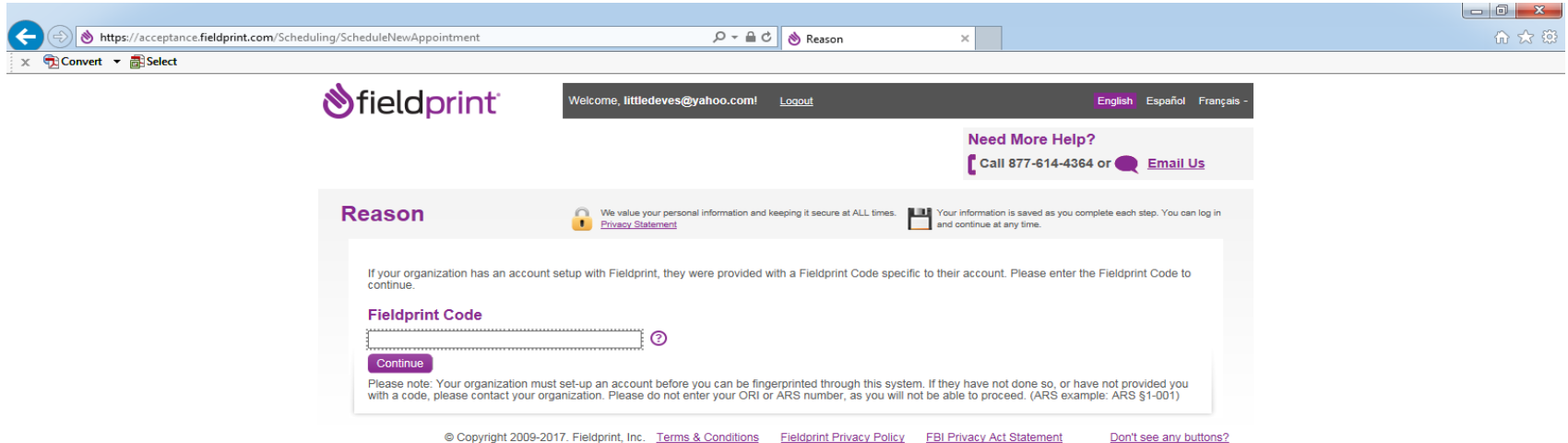
Answer to your Security Question ?

Contact Email Address ?

[Sign Up and Continue](#)

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Enter your Fieldprint Code



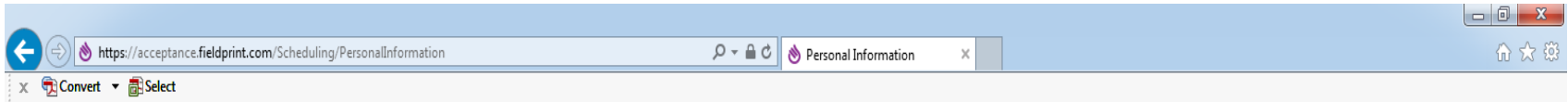
The screenshot shows a web browser window with the URL <https://acceptance.fieldprint.com/Scheduling/ScheduleNewAppointment>. The page header includes the Fieldprint logo, a welcome message for 'littledaves@yahoo.com!', and language options (English, Español, Français). A 'Need More Help?' section provides contact information: 'Call 877-614-4364 or Email Us'. The main content area is titled 'Reason' and contains a message about the importance of personal information security. It instructs users to enter their Fieldprint Code if their organization has an account. A text input field labeled 'Fieldprint Code' is shown with a 'Continue' button. A note below the field states: 'Please note: Your organization must set-up an account before you can be fingerprinted through this system. If they have not done so, or have not provided you with a code, please contact your organization. Please do not enter your ORI or ARS number, as you will not be able to proceed. (ARS example: ARS §1-001)'. The footer contains copyright information and links to 'Terms & Conditions', 'Fieldprint Privacy Policy', 'FBI Privacy Act Statement', and 'Don't see any buttons?'.

Your Fieldprint Code is specific to your licensed private provider's programs. It identifies which type of program you are working with; so, therefore,

- If you, the provider are paying and/or your individuals are paying and you are licensed as a **sponsored residential program**; the Fieldprint Code **will be the Fieldprint Code that will be in your e-mail from Fieldprint..**
- If you, the provider are paying and/or your individuals are paying and you are licensed as **any other program (i.e., day support, intensive in-home, mh skill building, etc.)**; the Fieldprint Code **will be the Fieldprint Code that will be in your e-mail from Fieldprint.**

If you are not sure, please call BIU at 804-786-6384.

Personal Information



Welcome, [deborah.eves@dss.virginia.gov](#) [Logout](#)

[English](#) [Español](#) [Français](#)

1

Data
Collection

2

Time and Location

3

Confirmation

Need More Help?

Call 877-614-4364 or [Email Us](#)

Personal Information



We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)



Your information is saved as you complete each step. You can log in and continue at any time.

Please enter your personal information below. ?

NOTE: The information entered on this screen must belong to the person being fingerprinted. The name provided for the appointment must match both forms of identification and the date of birth must be on the primary form of ID, and must match exactly. Your appointment will not be completed if you cannot provide two forms of matching IDs.

Acceptable Forms of ID

First Name: Middle Name: Last Name: Suffix:

Please enter any other names or aliases you have used. If you have used more than one alias, please click the "Add another name" button below to enter other aliases. ?

First Name: Middle Name: Last Name: Suffix:

[+ Add another name](#) ?

Social Security Number: ?

**You can add
additional
names here**

**Enter your "alias"
or any other name
you use or have
used here**

**Enter your
full name
here**

Add your Demographic information

fieldprint

Welcome, [deborah.eves@dss.virginia.gov!](#) [Logout](#) [English](#) [Español](#) [Français](#)

1 Data Collection 2 Time and Location 3 Confirmation

Need More Help?
Call 877-614-4364 or [Email Us](#)

Demographics

We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)

Your information is saved as you complete each step. You can log in and continue at any time.

Please complete the following questions. This information is used to positively identify you when performing a fingerprint-based background check.
NOTE: Fieldprint is required to provide demographic values established by the FBI and/or state and federal agencies.

Citizenship:

Place of Birth:

City of Birth:

Gender:

Your Height:
 ft. in.

Your Weight:

Eye Color:

Hair Color:

Race:

[Save and Continue](#) [Back](#)

Last Login: 11/28/17 7:55© Copyright 2009-2017. Fieldprint, Inc. [Terms & Conditions](#) [Fieldprint Privacy Policy](#) [FBI Privacy Act Statement](#) [Don't see any buttons?](#)

Fill this out completely. This information is required by the Virginia State Police and FBI.

- Asian/Pacific Islander
- Caucasian/Spanish Descent
- African/African Descent
- American Indian/Eskimo
- Indeterminable Race

Additional Information

VA DBH = supplemental scheduling screenshots

After demographics....

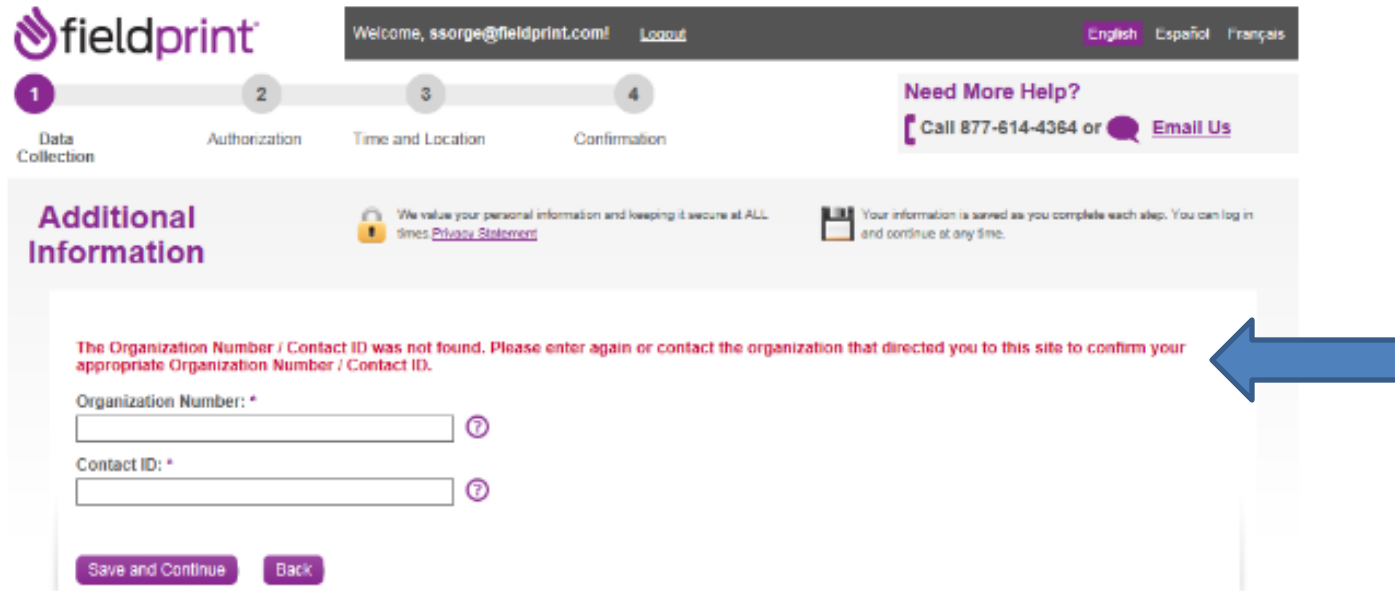
Client specific registration pages....

The screenshot shows the Fieldprint user interface. At the top, the Fieldprint logo is on the left, and a user welcome message 'Welcome, ssorge@fieldprint.com!' with a 'Logout' link is on the right. Below the logo is a progress bar with four steps: 1. Data Collection (active), 2. Authorization, 3. Time and Location, and 4. Confirmation. To the right of the progress bar is a 'Need More Help?' section with a phone icon and the text 'Call 877-614-4364 or' followed by an 'Email Us' link. The main content area is titled 'Additional Information' and contains two input fields: 'Organization Number: *' and 'Contact ID: *', each with a question mark icon to its right. Below these fields are two buttons: 'Save and Continue' and 'Back'. At the bottom of the page, there is a footer with the text 'Last Login: 3/18/19 9:44 © Copyright 2009-2019. Fieldprint, Inc.' followed by links for 'Terms & Conditions', 'Fieldprint Privacy Policy', and 'FBI Privacy Act Statement'.

The organization number/contact ID is assigned to each licensed private provider. All providers should already know their specific number. If you do not have this number please contact your employer.

Additional Information

If applicant enters organization ID that is not found....



The screenshot shows the 'fieldprint' website interface. At the top, a navigation bar includes the logo, a welcome message for 'ssorge@fieldprint.com!', a 'Logout' link, and language options for English, Español, and Français. Below this is a progress bar with four steps: 1. Data Collection, 2. Authorization, 3. Time and Location, and 4. Confirmation. To the right of the progress bar is a 'Need More Help?' section with a phone icon and the text 'Call 877-614-4364 or' followed by an email icon and 'Email Us'. The main content area is titled 'Additional Information' and contains two informational boxes. The first box, with a lock icon, states: 'We value your personal information and keeping it secure at ALL times [Privacy Statement](#)'. The second box, with a document icon, states: 'Your information is saved as you complete each step. You can log in and continue at any time.' Below these is a large white box with a red error message: 'The Organization Number / Contact ID was not found. Please enter again or contact the organization that directed you to this site to confirm your appropriate Organization Number / Contact ID.' This error message is highlighted by a large blue arrow pointing from the right. Under the error message are two input fields: 'Organization Number: *' and 'Contact ID: *', each with a question mark icon to its right. At the bottom of the white box are two buttons: 'Save and Continue' and 'Back'.

If applicant enters a valid organization, they will proceed to the disclosure statement page

The organization number/contact ID is assigned to each licensed private provider. All providers should already know their specific number. If you do not have this number please contact your employer.

Confirm the Organization

The screenshot shows the Fieldprint website interface. At the top, the Fieldprint logo is on the left, and a user login bar on the right displays 'Welcome, tomas1234567@gmail.com' with links for 'Logout', 'English', 'Español', and 'Français'. Below the login bar is a progress bar with five numbered steps: 1. Data Collection, 2. Authorization, 3. Time and Location, 4. Payment, and 5. Confirmation. To the right of the progress bar is a 'Need More Help?' section with the text 'Call 877-614-4364 or Email Us' and a speech bubble icon. Below the progress bar is an 'Additional Information' section. It contains two text input fields: 'Organization Number: *' and 'Contact ID: *', each followed by a question mark icon. Below these fields are two buttons: 'Save and Continue' and 'Back'. At the bottom of the page, a footer contains the text 'Last Login: 9/14/18 9:36 © Copyright 2009-2018, Fieldprint, Inc.' followed by links for 'Terms & Conditions', 'Fieldprint Privacy Policy', and 'FBI Privacy Act Statement'.

After you enter the organization number/contact ID and go to the next page, you will need to make sure the name and address are correct. Your eligibility letter will be sent to this provider so make sure it is the right place.

If it is not correct, check to make sure you entered the organization/provider number correctly. If it is still not correct, contact your employer to get the correct number.

**Disclosure Statement
for
Licensed Private Provider Employees**

**Attachment 3 – Not to be
completed by Sponsors**

A criminal history background investigation is required by law (§ 37.2-416 (B,(i)), *Code of Virginia*) on each individual who was not an employee or service provider at the facility prior to July 1, 1999. (Please type or print clearly.)

Licensed Provider Business Name	Licensed Provider Number (3 or 4 digit)
Applicant's Name (Last, First, Middle)	Social Security Number <input type="checkbox"/> No SSN #
Mailing Address (Street, City, State, Zip)	Phone Number (Area Code + Number)
<p>In Virginia or any other location: Have you ever been or are the subject of a founded complaint of child abuse or neglect?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes: If yes, please list all cases and explain.</p>	
<p>Have you ever been <u>convicted</u>* of or are you the <u>subject of pending charges</u> for any offense, including moving traffic violations, but excluding offenses committed before your eighteenth birthday which were finally adjudicated in a juvenile court or under a youth offender law?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes: If yes, please list all cases and explain.</p>	
<p><i>Convictions include <u>all</u> adult convictions <u>as well as</u> Virginia juvenile adjudication's for the following, Capital Murder, First and Second Degree Murder, Lynching, or Aggravated Malicious Wounding, if you were age fourteen (14) to eighteen (18) when charged.</i></p>	
<p>*If convicted of misdemeanor assault & battery, were any of these convictions committed while employed in a direct consumer care position?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p>	
<p>I hereby certify that all entries on this disclosure statement are true and complete. I agree and understand that: (1) any falsification of the information provided, regardless of the time of discovery, may result in termination of my services as an employee; and (2) the information on this disclosure statement is subject to verification.</p>	
<p>_____ Signature of Applicant</p>	<p>_____ Date</p>

Reminder – Provider must retain a copy in criminal background request file.

Sponsored Residential and/or Shared Living Individuals

Attachment 5 – To be
completed by Sponsors

Disclosure Statement

A criminal history background investigation is required by law (§ 37.2-416 (B) (ii), (iii), (iv) (v) *Code of Virginia*) on any sponsored residential applicant (SRA), any adult living in the home of a SRA, any person employed by a SRA to provide services in the home, and/or any person who enters into a shared living arrangement with a person receiving medical assistant services. (Please type or print clearly.)

Licensed Provider Business Name	Licensed Provider Number (3 or 4 digit)
Name (Last, First, Middle)	Social Security Number <input type="checkbox"/> No SSN #
Mailing Address (Street, City, State, Zip)	Phone Number (Area Code + Number)
<p>In Virginia or any other location: Have you ever been or are the subject of a founded complaint of child abuse or neglect? <input type="checkbox"/> No <input type="checkbox"/> Yes: If yes, please list all cases and explain.</p>	
<p>Have you ever been <u>convicted</u>* of or are you the <u>subject of pending charges</u> for <u>any offense</u>, including moving traffic violations, but excluding offenses committed before your eighteenth birthday which were finally adjudicated in a juvenile court or under a youth offender law? <input type="checkbox"/> No <input type="checkbox"/> Yes: If yes, please list all cases and explain.</p>	
<p><i>Convictions include <u>all</u> adult convictions <u>as well as</u> Virginia juvenile adjudication's for the following, Capital Murder, First and Second Degree Murder, Lynching, or Aggravated Malicious Wounding, if you were age fourteen (14) to eighteen (18) when charged.</i></p>	
<p>*If convicted of misdemeanor assault & battery, were any of these convictions committed while employed in a direct consumer care position? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>	
<p>I hereby certify that all entries on this disclosure statement are true and complete. I agree and understand that: (1) any falsification of the information provided, regardless of the time of discovery, may result in termination of my services as a SRA, and/or to provide services for a SRA; and (2) the information on this disclosure statement is subject to verification.</p>	
Signature of Individual	Date

Original – DBHDS' BIU

Copy – Licensed Provider

Find a location for fingerprinting

The screenshot shows a web browser window with the URL <https://acceptance.fieldprint.com/Scheduling/Schedule>. The page header includes the Fieldprint logo, a welcome message for deborah.eves@dss.virginia.gov, and a [Logout](#) link. Language options for English, Español, and Français are available. A progress bar indicates three steps: 1. Data Collection, 2. Time and Location (current step), and 3. Confirmation. A help section on the right suggests calling 877-614-4364 or emailing [Email Us](#). The main heading is 'Schedule Your Visit', followed by a security notice and a [Privacy Statement](#) link. The 'Find a Location' section prompts the user to enter an address, with a link to 'Use your home address'. A text input field contains '123 Main Street, Glen Allen, VA 23060'. Below the input field are 'Back' and 'Find' buttons. A link for 'Alternate scheduling flow' is at the bottom. The footer contains the last login time, copyright information, and links to Terms & Conditions, Fieldprint Privacy Policy, FBI Privacy Act Statement, and a 'Don't see any buttons?' link.

fieldprint

Welcome, deborah.eves@dss.virginia.gov | [Logout](#) | [English](#) | [Español](#) | [Français](#)

1 Data Collection | 2 Time and Location | 3 Confirmation

Schedule Your Visit | We value your personal information and keeping it secure at ALL times. | Your information is saved as you complete each step. You can log in and continue at any time. | [Privacy Statement](#)

Find a Location | [Use your home address](#)

Please enter your home, work, or other convenient address below and click the Find button.

[?](#) [Find](#)

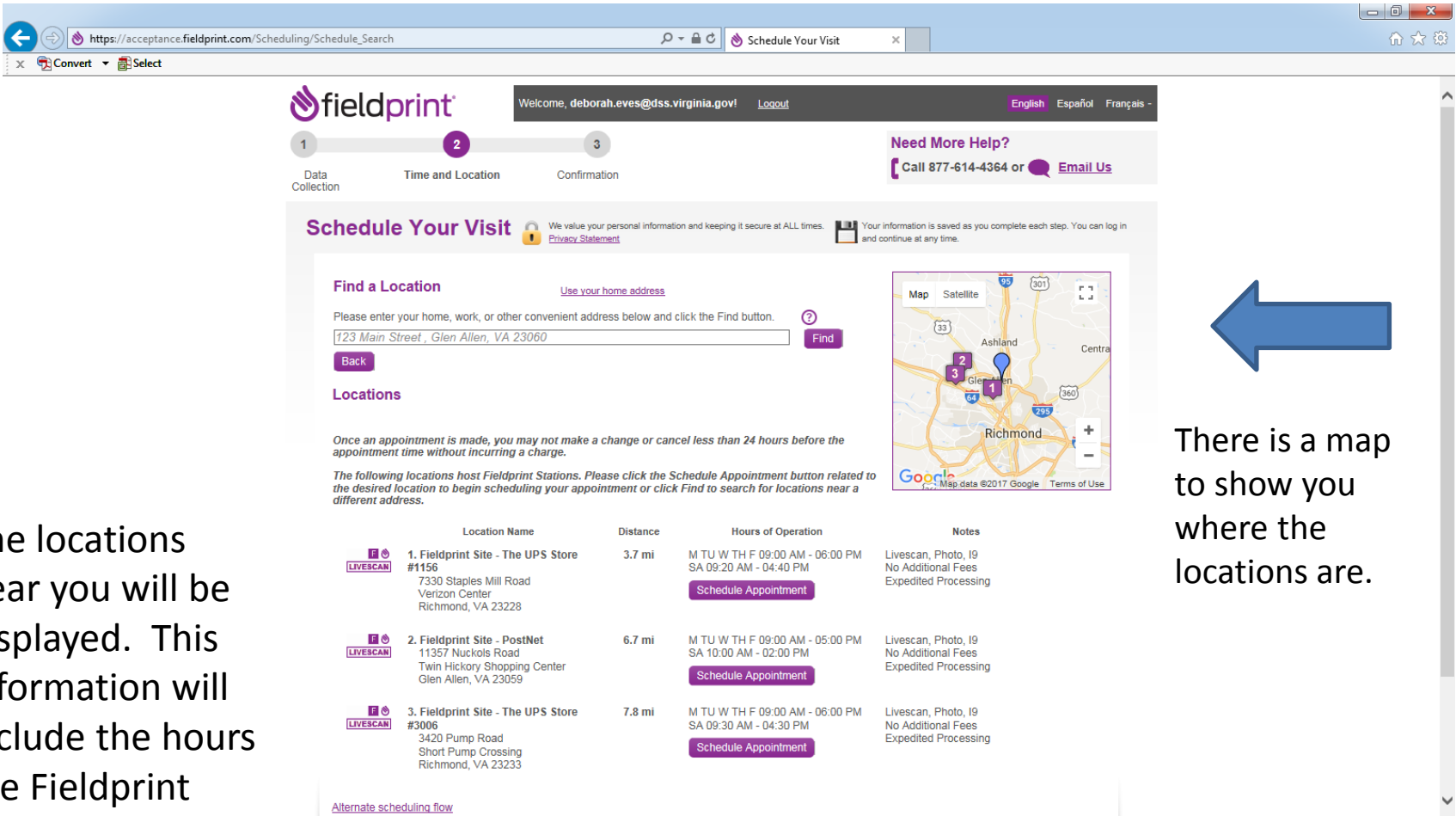
[Back](#)

[Alternate scheduling flow](#)

Last Login: 11/28/17 7:55© Copyright 2009-2017. Fieldprint, Inc. | [Terms & Conditions](#) | [Fieldprint Privacy Policy](#) | [FBI Privacy Act Statement](#) | [Don't see any buttons?](#)

Your home address will be in the box. You can change that address to a different address if you want to change it. Once you enter an address, click the “Find” button.

Locations



fieldprint

Welcome, [deborah.eves@dss.virginia.gov](#) | [Logout](#) | [English](#) | [Español](#) | [Français](#)

1 Data Collection | 2 Time and Location | 3 Confirmation

Schedule Your Visit | [Privacy Statement](#) | [Need More Help?](#) | [Call 877-614-4364](#) or [Email Us](#)

Find a Location | [Use your home address](#)




Please enter your home, work, or other convenient address below and click the Find button.

[Find](#) [Back](#)

Locations

Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.

The following locations host Fieldprint Stations. Please click the [Schedule Appointment](#) button related to the desired location to begin scheduling your appointment or click [Find](#) to search for locations near a different address.

Location Name	Distance	Hours of Operation	Notes
 1. Fieldprint Site - The UPS Store #1156 7330 Staples Mill Road Verizon Center Richmond, VA 23228	3.7 mi	M T U W T H F 09:00 AM - 06:00 PM SA 09:20 AM - 04:40 PM Schedule Appointment	Livescan, Photo, I9 No Additional Fees Expedited Processing
 2. Fieldprint Site - PostNet 11357 Nuckols Road Twin Hickory Shopping Center Glen Allen, VA 23059	6.7 mi	M T U W T H F 09:00 AM - 05:00 PM SA 10:00 AM - 02:00 PM Schedule Appointment	Livescan, Photo, I9 No Additional Fees Expedited Processing
 3. Fieldprint Site - The UPS Store #3006 3420 Pump Road Short Pump Crossing Richmond, VA 23233	7.8 mi	M T U W T H F 09:00 AM - 06:00 PM SA 09:30 AM - 04:30 PM Schedule Appointment	Livescan, Photo, I9 No Additional Fees Expedited Processing

[Alternate scheduling flow](#)

The locations near you will be displayed. This information will include the hours the Fieldprint location is open.


There is a map to show you where the locations are.

Schedule your appointment

Locations

Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.

The following locations host Fieldprint Stations. Please click the Schedule Appointment button related to the desired location to begin scheduling your appointment or click Find to search for locations near a different address.

	Location Name	Distance	Hours of Operation	Notes
	1. Fieldprint Site - The UPS Store #1156 7330 Staples Mill Road Verizon Center Richmond, VA 23228	3.7 mi	M T U W T H F 09:00 AM - 06:00 PM SA 09:20 AM - 04:40 PM <input type="button" value="Schedule Appointment"/>	Livescan, Photo, I9 No Additional Fees Expedited Processing

Available Dates and Times

Enter a date (mm/dd/yyyy) or select an available date from the calendar:

< November 2017 >

Su Mo Tu We Th Fr Sa

1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30

December 2017 >

Su Mo Tu We Th Fr Sa

1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31

[Close](#)


Once you've chosen your location, click the "Schedule Appointment" button for that location. You will see calendars. Select the date you want your appointment by clicking on the date in the calendar.

Schedule your appointment

Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.

The following locations host Fieldprint Stations. Please click the Schedule Appointment button related to the desired location to begin scheduling your appointment or click Find to search for locations near a different address.

Richmond

Location Name	Distance	Hours of Operation	Notes
 1. Fieldprint Site - The UPS Store #1156 7330 Staples Mill Road Verizon Center Richmond, VA 23228	3.7 mi	M T U W T H F 09:00 AM - 06:00 PM SA 09:20 AM - 04:40 PM Schedule Appointment	Livescan, Photo, I9 No Additional Fees Expedited Processing

Available Dates and Times

Enter a date (mm/dd/yyyy) or select an available date from the calendar:

11 / 28 / 2017

[Get Available Times](#)

Select an available time on:
NOVEMBER 28, 2017

Afternoon:

Evening:

[Schedule](#) [Close](#)

After you've selected your date, click the "Get Available Times" button. Select the time you want by clicking on it. After you click on a time, click the "Schedule" button.

Schedule your appointment

Available Dates and Times

Enter a date (mm/dd/yyyy) or select an available date from the calendar:

11 / 28 / 2017

Get Available Times

Select an available time on:
NOVEMBER 28, 2017

Afternoon:

Evening:

Schedule

You are about to schedule an appointment for 11/28/2017 at 5:10 PM.
Location Name: Fieldprint Site - The UPS Store #1156
Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.
Click **Continue** to schedule this appointment.
Click **Cancel** to select another appointment time.

Continue **Cancel**

2. Fieldprint Site - PostNet 6.7 mi M TU W TH F 09:00 AM - 05:00 PM SA Livscan,

A pop-up box will appear to notify you know that once you schedule your appointment you cannot change or cancel less than 24 hours before the time you chose without being charged.

So, be sure this is when you can make it to your appointment! If you need to change the date or time, click on “Cancel”.

If you are good, click on “Continue”.

Confirmation!

The screenshot shows a web browser window with the address bar displaying <https://acceptance.fieldprint.com/Scheduling/Receipt>. The page title is "Confirmation".

Confirmation

We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)

Your information is saved as you complete each step. You can log in and continue at any time.

Appointment # **2836087** for **Test Test** is scheduled for:
November 28, 2017 at 5:10 PM

[Print Receipt](#)
[Get Printable Directions](#)

You must print this appointment confirmation and bring it with you to your appointment.

Your appointment information will also be emailed to you for additional reference. If an email is not received within one hour, please contact Fieldprint® at 877-614-4364.

Your Appointment Location

Fieldprint Site - The UPS Store #1156
7330 Staples Mill Road Verizon Center
Richmond, VA 23228

☒ Store Front

Please note: Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.

Please call us at 800-799-1067 to rate your experience. We would appreciate feedback on your appointment and our site.

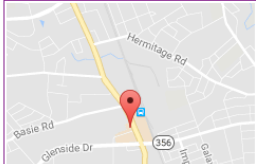
If you decide to reschedule your appointment in the future, please return to acceptance.fieldprint.com, sign in as an existing user, and click on the red Reschedule link to make a new appointment.

What identification to bring?

You must print this appointment confirmation and bring it with you to your appointment.

All documents must be unexpired.

If you do not bring two valid, unexpired, acceptable forms of ID, your appointment cannot be completed. The name provided for the appointment must match both forms of identification and the date of birth must be on the primary form of ID, and must match exactly.



Print and get
directions here

You must bring a copy of this page to your appointment. Click “Print Receipt” to print. If you need directions, click “Get Printable Directions”.

You must bring 2 forms of ID with you to your fingerprinting appointment

State of Utah must be on the primary form of ID, and must match category.

IDENTIFICATION REQUIRED FOR FINGERPRINTING

Primary ID <ul style="list-style-type: none">• State-issued drivers license• State-issued non-driver identity• U.S. Passport/U.S. Passport Card• Military Identification Card• Work Visa w/ Photo• Foreign Passport• DOD Common Access Card• Foreign Drivers License	Secondary ID <ul style="list-style-type: none">• State-issued drivers license• State-issued non-driver identity• U.S. Passport/U.S. Passport Card• Military Identification Card• Social Security Card• Bank Statement/Paycheck Stub• Utility bill• Credit/Debit Card• Marriage Certificate• Vehicle Registration/Title• State Government Issued Certificate of Birth• School ID w/ Photograph• Voter Registration Card• Draft Record• Native American Tribal Document• Transportation Worker Identification Credential (TWIC Card)• Foreign Passport• Certificate of Citizenship• Certificate of Naturalization• INS I-551 Permanent Resident Card
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Rescheduling Your Appointment

If you need to reschedule your appointment, please click on the link below or call 877-614-4364. Please do not contact the collection site directly for all scheduling is handled by Fieldprint. Please note that once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.

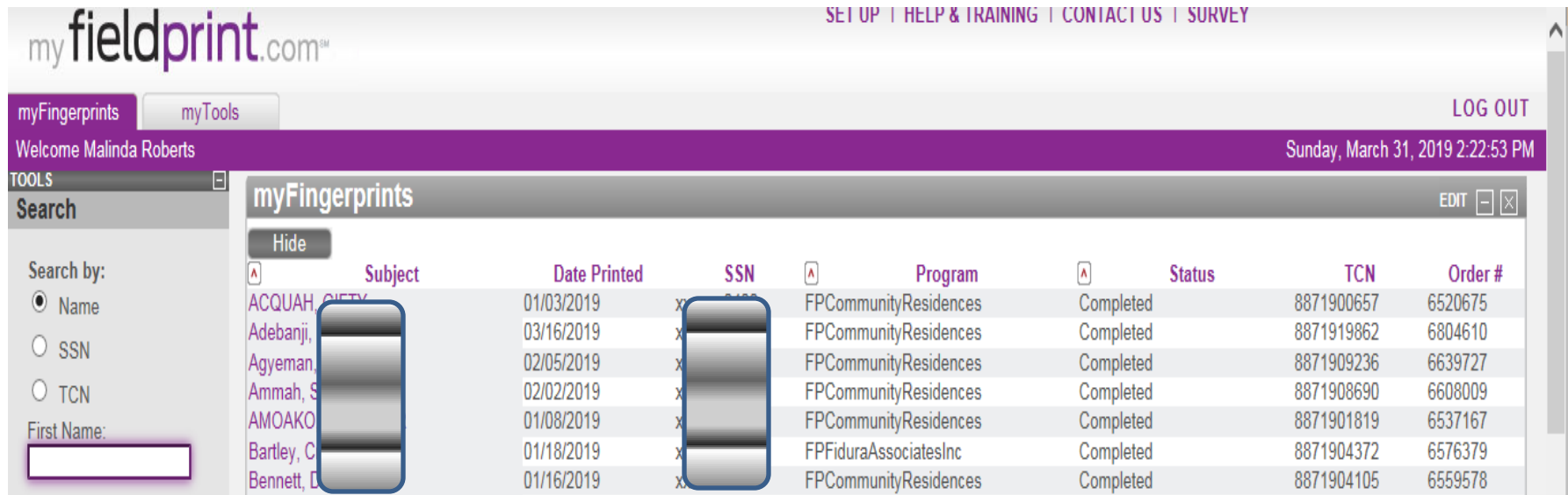
[Reschedule Appointment](#)

Last Login: 11/28/17 7:55© Copyright 2009-2017. Fieldprint, Inc. [Terms & Conditions](#) [Fieldprint Privacy Policy](#) [FBI Privacy Act Statement](#) [Don't see any buttons?](#)

Your confirmation page has a list of acceptable identification that you will need to bring with you to your fingerprinting appointment.

How Can I Track Whether My Employee has Completed the Fingerprinting Process?

- Sign into your my fieldprint at <https://reports.myfieldprint.com/>
- This is what the sign in screen will look like if they have completed the process.



The screenshot displays the 'myfieldprint.com' web interface. At the top, there are navigation links: 'SET UP | HELP & TRAINING | CONTACT US | SURVEY'. Below this, the 'myFingerprints' tab is selected, and a 'myTools' tab is visible. A purple banner at the top right says 'LOG OUT' and 'Welcome Malinda Roberts' with the date and time 'Sunday, March 31, 2019 2:22:53 PM'. On the left, there is a 'Search' sidebar with options to search by 'Name' (selected), 'SSN', or 'TCN', and a 'First Name' input field. The main content area, titled 'myFingerprints', contains a table with columns: 'Subject', 'Date Printed', 'SSN', 'Program', 'Status', 'TCN', and 'Order #'. The table lists several records, all with a 'Completed' status. The 'SSN' column is partially obscured by a blue box.

Subject	Date Printed	SSN	Program	Status	TCN	Order #
ACQUAH, CIFTY	01/03/2019	x	FPCCommunityResidences	Completed	8871900657	6520675
Adebanji,	03/16/2019	x	FPCCommunityResidences	Completed	8871919862	6804610
Agyeman,	02/05/2019	x	FPCCommunityResidences	Completed	8871909236	6639727
Ammah, S	02/02/2019	x	FPCCommunityResidences	Completed	8871908690	6608009
AMOAKO	01/08/2019	x	FPCCommunityResidences	Completed	8871901819	6537167
Bartley, C	01/18/2019	x	FPFiduraAssociatesInc	Completed	8871904372	6576379
Bennett, D	01/16/2019	x	FPCCommunityResidences	Completed	8871904105	6559578

How Can I Track Whether My Employee has

[myFingerprints](#)[myTools](#)

LOG OUT

Welcome Malinda Roberts

Sunday, March 31, 2019 2:34:47 PM

Custom Reports

Report Name	Description	
Order Search	Order Search	Run Report
Order Search With Custom Fields	Order Search With Custom Fields	Run Report
VA DBHDS Data Feed	VA DBHDS Data Feed	Run Report
Monthly Payment Detail	List of orders in the selected month's Accounts Payable.	Run Report

Report Configurator (Editable Orders)

- Report Configurator

To create your own custom report, click below to access the Management Report Configuration tool. This tool will allow you to configure a custom report and save it to your mySaved Reports list for convenient access.

[New](#)

- myManagement Reports

Report Name	Description	
Order Search With Custom Fields	Order Search With Custom Fields	Run Report
VA DBHDS Data Feed	VA DBHDS Data Feed	Run Report
Monthly Payment Detail	List of orders in the selected month's Accounts Payable.	Run Report
Client Credit Card Payment	Client Credit Card Payment	Run Report

How Can I Track Whether My Employee has Completed the Fingerprinting Process?

- Below is a sample of the above referenced report –
Client Credit Card Payment

Subject First Name	Subject Last Name	Payment Date	Payment Description	Amount Charged	Authorization Code
Mickey	Mouse	2/6/2019 1:13:08 PM	Fieldprint Scheduling Fee	58.7200	025813
Donald	Duck	2/6/2019 1:45:42 PM	Fieldprint Scheduling Fee	58.7200	047627
Betty	Boo	2/11/2019 11:03:26 AM	Fieldprint Rescheduling Fee	8.7200	012019
Daffy	Duck	2/13/2019 12:51:56 PM	Fieldprint Scheduling Fee	58.7200	099086
Road	Runner	2/14/2019 11:01:31 AM	Fieldprint Scheduling Fee	58.7200	044453

Contact information

If you have questions about scheduling an appointment, call Fieldprint at 877-614-4364

If you have any administrator access or account problems, e-mail customerservice@myfieldprint.com

If you have questions about fingerprint based background checks, please contact your BIU at 804-786-6384.