

How to Schedule a Fieldprint® LiveScan Appointment

Below is a step-by-step guide to schedule a Fieldprint® LiveScan appointment for a fingerprint-based criminal background check.

1. Access the Virginia Fieldprint® website at <https://fieldprintvirginia.com/>
2. Click “Schedule an Appointment” button.
3. Follow the on-screen instructions to register with Fieldprint® or log-in if you are an existing user.
4. On the “Reason” screen enter your Fieldprint Code. You cannot continue to schedule the appointment without this Code. If you lose your Fieldprint Code, contact OBI at 804-726-7884.
5. Complete demographic information.
6. Under “Additional Information”, enter your “Facility ID” number found in the letter from OBI. You cannot continue to schedule the appointment without this ID. If you lose your Facility ID, contact OBI at 804-726-7884.
7. If you have lived out of state in the past five years enter each location and dates starting with the most recent. If you have had more than five addresses out of state in the past five years enter the five most recent addresses.
8. Make sure that the “Facility ID” you entered is correct and the facility you are being fingerprinted for is shown. If it is not correct, select back and re-enter the ID or contact the person who gave you the number.
9. Read through the “Authority for Release of Information”. Check the “I Agree” box and provide information requested.
10. The “Find a Location” screen will have your home address. If you want to use that address select the “Find”. If you want to enter a different address (ex. your work address) enter that address to find Fieldprint® locations nearest to you.
11. Schedule an appointment by selecting a location, date, and time and selecting the “Schedule” button. You will see a pop up, select “Continue” if you are going to keep the appointment and “Cancel” if you want to choose a different time.
12. Print appointment confirmation (includes the Fieldprint® Registration number located above the appointment date & time) and bring it along with two forms of identification (one must be a picture ID). The appointment cannot be completed if these items are not present.

Acceptable Primary IDs include:

State-Issued Driver’s License
U.S. Passport
Work Visa with Photo
DOD Common Access Card

State-Issued Non-Driver’s License ID Card
Military Identification Card
Foreign Passport
Foreign Driver’s License

Acceptable Secondary IDs include:

Credit Card/Debit Card
Birth Certificate
Citizenship or Naturalization Certificate
School ID w/Photograph

Bank Statement/Paycheck Stub
Marriage Certificate
Electric/Utility Bill
Vehicle Registration/Title

Voter Registration Card

Social Security Card

Native American tribal document

Draft Record

Transportation Worker ID Credential (TWIC Card)

Permanent Resident Card (I-551)

13. Attend the appointment; rescheduling fees will be assessed if you fail to appear for your appointment or cancel within 24 hours of the scheduled appointment time.