

# USER GUIDE

## International Fingerprints

September 14, 2020

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## STEP 1: DC HEALTH SIGN-UP

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- Applicants will pay for their Criminal Background Check via DC Health's CBC Payment Portal (<https://dchealth.dc.gov/service/criminal-background-check>).
- Once payment is made, applicants will be given a Fieldprint Code at the payment confirmation page. For international applicants, they will need to use the code **FPDCHPInternational**.

### Criminal Background Check

Welcome to DC Health's  
Criminal Background Check (CBC) Program  
**Fingerprinting is Now Available**

Paid and Scheduled but never fingerprinted? Select [here](#).

If you have NOT PAID for fingerprinting yet, please follow these instructions to schedule an appointment:

1. Start by going to the **DC Health CBC Payment Portal**. Select this link <https://doh.force.com/payment/s/>
2. Once you make a payment:
  - You will receive an email receipt with a **Fieldprint Code** (please note your appropriate code). The Fieldprint Code will also appear on your payment confirmation page.
  - You will be redirected to the **Fieldprint scheduling website**.
3. At the **Fieldprint scheduling website**, under "New Users/Sign Up", enter an email address and select the "Sign Up" button. Follow the instructions for creating a Password and Security Question and then select "Sign Up and Continue".
4. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at your preferred location.
5. At the end of the process, print the Confirmation Page. Take the **Confirmation Page** and **two forms of identification** with you to your fingerprint appointment.
6. If you have any questions or problems, you may contact our customer service team at **877-614-4364** or [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com).

#### Legal Requirements

The criminal background check requirements for health care licensing and long term care unlicensed personnel employment are based on the following laws and regulations:

#### Health Care Professional Licensing

["Licensed Health Professional Criminal Background Check Amendment Act of 2006", effective March 6, 2007, \(D.C. Law 16-222\), D.C. Official Code § 3-1205.22 et seq.](#)

#### Long Term Care Employment of Unlicensed Persons

[Health-Care Facility Unlicensed Personnel Criminal Background Check Act of 1998, effective April 20, 1999, as amended by the Health-Care Facility Unlicensed Personnel Criminal Background Check Amendment Act of 2002, effective April 13, 2002, \(D.C. Laws 12-238 and 14-98\), D.C. Official Code § 44-551 et seq.](#)

## STEP 2: FIELDPRINT SIGN-UP

- After payment is submitted through the DC Health online portal, applicants will need to go to the Fieldprint website (<https://www.fieldprintdc.com/>) and click on the “Schedule an Appointment” button to schedule their appointment. **An appointment must be scheduled, regardless of whether the applicant is submitting their fingerprints via an in-office visit or mailed fingerprint card.**
- In order to schedule an appointment, applicants will need to create an account. This requires providing an email address. After the account is created, applicants will be asked to provide the Fieldprint Code (**FPDCHPInternational**) that was given to them following payment at the DC Health website.

The screenshot shows the Fieldprint website's sign-up page. At the top, there is a navigation bar with the Fieldprint logo, language options (English, Español, Français), and a 'Need More Help?' section with contact information (Phone Number 877-614-4364 or Email Us). Below this is a disclaimer about system use and a COVID-19 notice. The main content area is divided into two sections: 'New Users | Sign Up' and 'Existing Users | Sign In'. The 'New Users | Sign Up' section includes instructions for new users and a form with an 'Email address: \*' field and a 'Sign Up' button. The 'Existing Users | Sign In' section includes instructions for existing users, a list of actions (Check your appointment status, Re-schedule your appointment, View and print your receipt), and a form with 'Email address: \*' and 'Password: \*' fields, a 'Sign In' button, and a 'Forgot Password?' link. At the bottom, there is a copyright notice and links to Terms & Conditions, Fieldprint Privacy Policy, FBI Privacy Act Statement, eConsent, and Biometric Disclosure.

The screenshot shows the Fieldprint website's sign-up page for existing users. At the top, there is a navigation bar with the Fieldprint logo, a user greeting (Welcome, frank.meyers@dc.gov!), a 'Logout' link, and language options (English, Español, Français). Below this is a 'Need More Help?' section with contact information (Phone Number 877-614-4364 or Email Us). The main content area is titled 'Reason' and includes a security notice and a 'Fieldprint Code' input field with a 'Continue' button. Below the input field, there is a note: 'If you don't have a Fieldprint® code, please contact the employer or organization that sent you to this website.' At the bottom, there is a copyright notice and links to Terms & Conditions, Fieldprint Privacy Policy, FBI Privacy Act Statement, eConsent, and Biometric Disclosure.

### STEP 3: FIELDPRINT DEMOGRAPHIC INFO.

- Once an applicant creates their Fieldprint account and enters the Fieldprint code provided to them, they will need to provide demographic information. What information is provided varies slightly depending on whether the applicant is located in the United States or internationally.
  - For applicants located in the **UNITED STATES**, they will enter all information as requested, including First and Last Name, Social Security Number, Home Address, Date of Birth, and Phone Number. Once done, they will be able to select the location where they want their fingerprints taken.
  - For applicants located in a **FOREIGN** country, they will provide all the same information as US applicants, however in the “Home Address” field they will need to enter a relevant US address (e.g., US business address, future US residence). ***The fingerprint card submitted to Fieldprint will contain the foreign/international home address of the applicant.*** The fingerprint card will be mailed to Fieldprint at 12000 Commerce Parkway, Suite 100, Mt. Laurel, NJ 08054.

The screenshot shows the 'Personal Information' form on the Fieldprint website. The form is titled 'Personal Information' and includes a progress bar at the top with four steps: 1. Data Collection, 2. Authorization, 3. Time and Location, and 4. Confirmation. The current step is 1. The form includes a 'Need More Help?' section with a phone number (877-414-4364) and an 'Email Us' link. Below this, there is a section for 'Personal Information' with a note: 'NOTE: The information entered on this screen must belong to the person being fingerprinted. The name provided for the appointment must be your full, legal name and must match both forms of identification exactly. The Date of Birth provided must also 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 identification.' The form fields include: 'Accessible Forms of ID' (with a dropdown menu), 'First Name', 'Middle Name', 'Last Name', and 'Suffix' (with a dropdown menu). There is a section for 'Please enter any other names or aliases you have used' with an 'Add another name' button. Other fields include 'Social Security Number', 'Home Address Line 1', 'Home Address Line 2 (State/Apt/etc.)', 'City', 'State' (with a dropdown menu), 'Zip Code', 'Date of Birth' (with dropdown menus for Month, Day, and Year), 'Phone', 'Alternate Phone', 'E-mail', and 'Preferred Contact Method' (with radio buttons for Phone, E-mail, and Appointment Reminder). At the bottom, there is a 'Save and Continue' button and a footer with copyright information and a last login timestamp.

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#### STEP 4: FD-258 FINGERPRINT CARD

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- All applicants located abroad must have their fingerprints done at an official government location in the country where they are located (e.g., US embassy, local law enforcement agency, local government agency, etc.) on an approved FD-258 card.
- FD-258 cards can be obtained from most locations that provide fingerprint services (you can find a sample form from the FBI at <https://www.fbi.gov/file-repository/standard-fingerprint-form-fd-258-1.pdf/view>). **Please note, fingerprints must be taken on card stock; regular paper will not be accepted.**
- Once the FD-258 card is completed, it will need to be mailed directly to Fieldprint at the below address:

Attn.: Fieldprint  
12000 Commerce Parkway  
Suite 100  
Mt. Laurel, NJ 08054

- Once all steps are completed, Fieldprint will conduct the CBC and provide the results to DC Health.