DC | HEALTH

Health Regulation & Licensing Administration

WE ARE WASHINGTON GOVERNMENT OF THE
DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR

USER GUIDE
International Fingerprints

September 14, 2020

- 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**.

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.

- 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.

- 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.

STEP 4: FD-258 FINGERPRINT CARD

- 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 FD0-258 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.