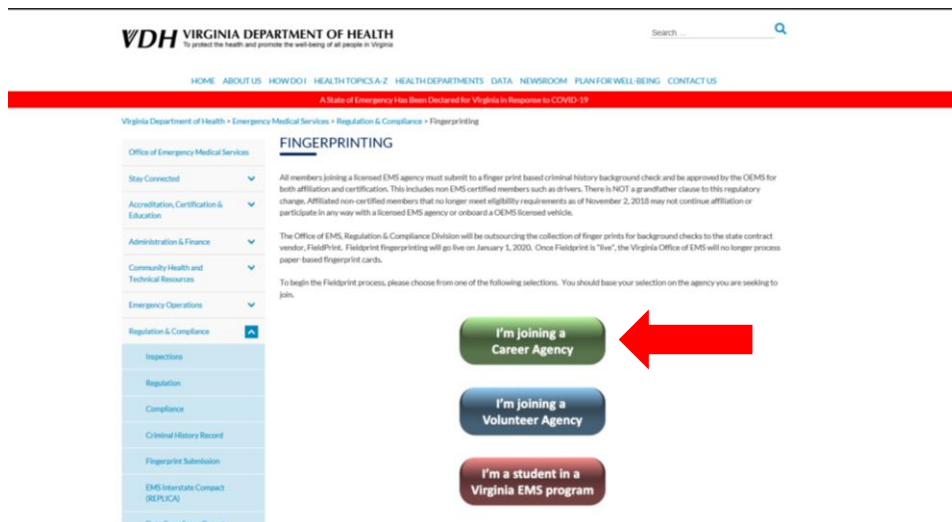


Virginia Office of Emergency Medical Services

Fingerprint Process

All members joining a licensed EMS agency must submit to a fingerprint based criminal history background check and be approved by the OEMS for both affiliation and certification. This is in addition to the FBI fingerprint check that you completed during the hiring process. Please see the instructions below:

- 1) Click the following link to visit the Emergency Medical Services Fingerprinting process on the Virginia Department of Health Website: <https://www.vdh.virginia.gov/emergency-medical-services/regulations-compliance/fingerprinting/>. Click on the green box “I’m joining a Career Agency.”



- 2) On the next screen, you will need to select your role with the agency. You will choose between the following:
 - **Virginia Certified Provider** – If you are already certified by Virginia, please select this option. You will be required to supply your certification number when filling out the applicant.
 - **Non-Certified Provider** – If you are not already certified, please choose this option.

Virginia

VDH VIRGINIA DEPARTMENT OF HEALTH
To protect the health and promote the well-being of all people in Virginia

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Virginia Department of Health > Emergency Medical Services > Regulation & Compliance > Fingerprinting > Career Agency Fingerprinting

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CAREER AGENCY FINGERPRINTING

Please select your role at your new agency from the list below:

If you are already certified, click here

If you are **NOT** already certified, click here

Email this page

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- 3) The next screen will give you instructions to set your appointment with Field Print which is where you will have your fingerprints done. If you have any questions or problems, contact Katie Hodges (kathryn.hodges@vdh.virginia.gov) at the Office of EMS.



To schedule a fingerprinting appointment, please follow these simple instructions. Your application cannot be finalized and a certification issued until you have completed your fingerprinting through Fieldprint.

1. Visit <http://fieldprintvirginia.com>
2. Click on the "Schedule an Appointment" button.
3. Enter an email address under "New Users/Sign Up" and click the "Sign Up" button. Follow the instructions for creating a Password and Security Question and then click "Sign Up and Continue".
4. Enter the Fieldprint Code when requested.
5. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
6. At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.
7. If you have any questions or problems, contact [Katie Hodges \(kathryn.hodges@vdh.virginia.gov\)](mailto:kathryn.hodges@vdh.virginia.gov) at the Office of EMS.