TO: All Volunteer & Career Applicants

RE: Criminal Background Process

Please follow the following steps carefully to complete your background check and avoid any delays. If you are already an EMT or higher, skip down to **Section 2**.

**Section 1 – Non-Certified Applicants**

1. If you are NOT an EMT or higher, you will need to create an OEMS portal account.
	1. Click -> to get to the OEMS portal page: <https://vdhems.vdh.virginia.gov/emsapps/f?p=200:16>
		1. Once your account is created, you will need to obtain a unique 9-digit OEMS # that will be needed when getting your fingerprints done
		2. The 9-digit code will be assigned once the agency approves your affiliation via the portal.
		3. Affiliate in your portal with the agency you are applying to
			1. The agency you are applying to approve or deny the affiliation.
2. Once you are approved, your portal will have your 9-digit code, and you may then schedule your fingerprints to be done.
	1. You must use and enter in the certification # box your 9-digit number when scheduling your appointment for your fingerprints.
	2. DO NOT use any Zero’s or any other number or text in the Certification area
	3. Your results WILL NOT be processed without the 9-digit, OEMS number
3. The OEMS Agency Number is 00406 and must be entered when scheduling your appointment with FieldPrint.

**\*\*NOTE: To be considered for membership, this background process must be completed. Failure to complete this background check in a timely manner will prolong the application process.\*\***

**Section 2 – Scheduling with FieldPrint**

1. Visit [http://fieldprintvirginia.com](http://fieldprintvirginia.com/)
2. Click on the “***Schedule an Appointment***” button.
3. 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. 4. Enter the Fieldprint Code **FPV1041C** when requested.
5. 5. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
6. 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) at the Office of EMS**.**