



**POTOMAC CONFERENCE CORPORATION**

**Human Resources**

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<http://www.pcsda.org>

**VA FINGERPRINTING  
FIELD PRINT STEPS**

Virginia employees required to be fingerprinted will need to follow the steps below:

**Steps**

1. Log onto [www.fieldprintvirginia.com](http://www.fieldprintvirginia.com)
2. Click Schedule an Appointment
3. Create Username and Password
4. Enter Potomac Conference Fieldprint Code – **FPPotomacConfCorp**
5. Input Personal Data (Required by FBI and Police Department)
6. Input Demographic Information
7. Schedule Your Appointment
8. Confirmation Page

**\*NOTE:** Employees MUST bring 2 forms of identification to fingerprinting event

**Primary ID**

- State-issued driver’s license
- State-issued non-driver identity
- US Passport
- Military ID Card
- Work Visa w/ Photo
- Foreign Passport
- Foreign Driver’s License

**Secondary ID**

- State-issued driver’s license
- State-issued non-driver’s license
- US Passport
- Military ID Card
- Social Security Card
- Bank Statement/Pay Stub
- Utility Bill
- Credit Card
- Marriage Certificate
- Vehicle Registration/Title
- Birth Certificate
- Voter Registration Card
- Certificate of Citizenship
- Certificate of Naturalization

**Questions?**

Contact Bambi Mackey in Human Resources, at 540-886-0771, ext. 252 or email [bambim@pcsda.org](mailto:bambim@pcsda.org)