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

Steps

1. Log onto 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

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*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