

**National Criminal Background Check  
Fingerprinting Instructions**

**ARLINGTON COUNTY DHS  
The facility code: 3559  
Facility Type: Public**

Please note: Individuals must make their own appointment online. Fieldprint will not take walk in appointments. There are over 5 locations in the Arlington County, D.C., Fairfax County area.

To schedule a fingerprinting appointment, please follow these instructions

1. Visit the <https://fieldprintvirginia.com> website to use to make an appointment to schedule your fingerprinting appointment
2. Click "Schedule an Appointment"
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 appropriate Fieldprint Code that the agency has given you. The Fieldprint Code is specific to your agency and identifies which program you are working with and what type of applicant you are. It is important you choose the correct type of applicant. If you are unsure of what type of applicant you are, please ask your agency representative.

**Fieldprint codes**

Applicant Type	FieldPrint Code
Adoption	FPVADSSPublicCPAAadopt
Birth Parent	FPVADSSPublicCPABirth
Foster Parent	FPVADSSPublicCPAFost
Household Member	FPVADSSPublicCPAHouse
Relative	FPVADSSPublicCPARel

5. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.