Child Development Center Employee
Criminal Background Check Scheduling Guide

To schedule a fingerprinting appointment, please follow the instructions below:

1. Visit www.fieldprintdc.com

2. 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”.

3. Enter the Fieldprint Code: Directors may contact your OSSE Licensing Specialist or the Suitability Management Analyst at 202-899-6207 to obtain the code.

4. Enter the contact and demographic information required by the FBI.

5. On the second address line enter the applicant’s employer and position.

6. Schedule a fingerprint appointment at a location of your choosing.

7. Print the confirmation page.

8. Take the confirmation page with you to your fingerprint appointment, along with two forms of identification (one must be a government issued identification card).

9. If you have any questions or problems with the site, please contact Fieldprint’s customer service team at 877-614-4364 or customerservice@fieldprint.com.
On the second address line please require candidates to indicate the name of their Child Development Facility provider and their Position Title, i.e., Bright Horizons, Teacher. This way the suitability determination sent to OSEE-DEL will indicate both.