



DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF

# EDUCATION

## Child Development Center Employee Criminal Background Check Scheduling Guide

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

1. Visit [www.fieldprintdc.com](http://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: **FPOSSEDEL**
4. Enter the contact and demographic information required by the FBI.
  - **Employer:** Name of the Child Development Center name, address and telephone number
  - **Billing Code:** Superintendent of Education
  - **Position:** Childcare Provider
  - **Agency:** OSSE
  - **Organizational Unit:** Leave this field blank
5. Schedule a fingerprint appointment at a location of your choosing.
6. Print the confirmation page.
7. Take the confirmation page with you to your fingerprint appointment, along with two forms of identification (one must be a government issued identification card).
8. 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](mailto:customerservice@fieldprint.com).