



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Child Development Home Provider/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: **FPOSSEDEL**
4. Enter the contact and demographic information required by the FBI.
 - **Employer:** Your name or the name of the Home Provider you are employed by, 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.