



Commonwealth of Virginia
Department of Social Services

To: Licensed Child Day Centers, Licensed Family Day Homes, Licensed Family Day Systems, Religious Exempt Child Day Centers, Certified Preschools, Exempt Out-of-School Time Programs, Voluntarily Registered Family Day Homes, Unlicensed Center-Based Subsidy Vendors and Unlicensed Home-Based Subsidy Vendors

From: Virginia Department of Social Services, Office of Background Investigations (OBI)

Date: October 3, 2025

Subject: Updates on Fingerprint Background Check Fees, Payment Guidance, and Scheduled Blackout Period

Effective January 1, 2026, the Virginia Department of Education (VDOE) will no longer cover fingerprint-based background check expenses for child day programs and family day systems. Each facility will need to determine whether the associated fees will be paid by the facility or passed on to the applicant. To support a smooth transition, please review the updated process, payment guidance, and scheduling information below.

Fingerprinting Process

Fingerprinting services will continue to be provided by Fieldprint®, which will:

- Collect identifying information from the applicant;
- Process payment at the time of online appointment scheduling;
- Capture fingerprints; and
- Electronically submit data to the Virginia State Police (VSP), Federal Bureau of Investigation (FBI), and Office of Background Investigations (OBI).

OBI staff will continue to review criminal history records received from VSP and the FBI and will issue a determination of eligibility to the requesting agency.

Fee Structure Based on Role

Fingerprinting fees vary depending on the applicant type. Below is the current breakdown:

Criminal Background Fee Breakdown	Applicant	Applicant /Agent	Household Member	Employee	Volunteer
FBI	\$13.25	\$13.25	\$13.25	\$13.25	\$11.50
VSP	\$13.75	\$13.75	\$13.75	\$13.75	\$8.50
OBI	\$23.28	\$23.28	\$23.28	\$23.28	\$10.28
Fieldprint	\$7.95	\$7.95	\$7.95	\$7.95	\$7.95
TOTAL FEE	\$58.23	\$58.23	\$58.23	\$58.23	\$38.23

Please note there are additional fees charged for appointment cancellation less than 24 hours in advance, request to reschedule appointments, and no show/failing to report to scheduled appointments.

Additional fees	Applicant	Applicant / Agent	Household Member	Employee	Volunteer
Cancellation	\$7.95	\$7.95	\$7.95	\$7.95	\$7.95
Reschedule	\$7.95	\$7.95	\$7.95	\$7.95	\$7.95
No Show	\$7.95	\$7.95	\$7.95	\$7.95	\$7.95

Payment Responsibility: Provider vs. Applicant

Each child day program and family day system must make a single, consistent decision regarding payment responsibility. Split or case-by-case decisions are not permitted.

If the provider will pay:

The provider must create a Fieldprint Business Account and establish a payment preference with Fieldprint. Fieldprint will then issue new, unique Fieldprint role codes, which must be maintained and managed by the provider. OBI will not be able to provide these codes when they are needed for future appointments. If you are unable to locate these codes, contact Fieldprint Customer Service at (877) 614-4364. The Fieldprint facility ID that is currently assigned to your facility and is currently being used for fingerprinting will continue to be used along with the new Fieldprint business account role codes to request fingerprint appointments. To establish a Fieldprint Business Account, please contact Fieldprint Customer Service at (877) 614-4364.

If the applicant will pay:

No action is required by the provider. Applicants will schedule their own appointments, and payment will be collected at the time of scheduling. The facility ID and Fieldprint codes currently used by the facility when registering for Fieldprint fingerprint appointments will be used at the time of scheduling if this option of payment is utilized.

Scheduled Blackout Dates

To facilitate system updates and coordination between Fieldprint and OBI, there will be a temporary blackout period for fingerprint appointment availability: December 28–31, 2025, (Sunday through Wednesday). During this time, applicants and providers may still access the scheduling system, but no appointment slots will be available for these dates.

Please plan accordingly to avoid delays in processing. If you have additional questions about establishing a Fieldprint Business Account, please contact Fieldprint Customer Service at (877) 614-4364. For all other inquiries related to Fieldprint codes or fingerprinting results, please contact OBI via email at backgrounds@dss.virginia.gov.