



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

**To:** VDSS Division of Licensing, VDSS Family Services, Local Departments of Social Services, and Department of Education  
**From:** Office of Background Investigations (OBI)  
**Date:** December 1, 2025  
**Subject:** Increase to OBI Form Submission and Fingerprint Fees

The Office of Background Investigations (OBI) will be increasing Central Registry form processing fees and criminal background fingerprint fees to offset agency costs.

Effective January 1, 2026:

- The fee for all Central Registry search requests will increase from \$10 to \$12. This increase applies to both online and mailed submissions.
- The fee for portability requests, available only through the OBI Provider Portal, will increase from \$15 to \$17.
- The OBI processing fee for all criminal fingerprint background requests will increase by \$5. Fieldprint collects the criminal background fingerprint fee, and this adjustment is included in the fee paid to Fieldprint when applicants are fingerprinted. Below is the fee breakdown for fingerprint requests effective January 1, 2026:

	<b>Applicant</b>	<b>Applicant /Agent</b>	<b>Household Member</b>	<b>Employee</b>	<b>Volunteer</b>
FBI	\$13.25	\$13.25	\$13.25	\$13.25	\$11.50
VSP	\$13.75	\$13.75	\$13.75	\$13.75	\$8.50
<b>OBI</b>	<b>\$28.28</b>	<b>\$28.28</b>	<b>\$28.28</b>	<b>\$28.28</b>	<b>\$15.28</b>
Fieldprint	\$7.95	\$7.95	\$7.95	\$7.95	\$7.95
<b>TOTAL</b>	<b>\$63.23</b>	<b>\$63.23</b>	<b>\$63.23</b>	<b>\$63.23</b>	<b>\$43.23</b>

Please plan accordingly for this change.

Thank you.