



To schedule a fingerprinting appointment, please follow these simple instructions:

1. Visit <http://fieldprintvirginia.com>
2. Click on the “**Schedule an Appointment**” button
3. 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”*

4. Enter the Fieldprint Code below that corresponds to your license type:

Real Estate Salesperson – **FPDORRES**

Real Estate Broker – **FPDORREB**

Real Estate Appraiser – **FPDORREA**

5. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing
6. At the end of the process, print the Confirmation Page.

*Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.*

7. If you have any questions or problems, you may contact our customer service team at 877-614-4364 or [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com).