DCJS is excited to announce an enhancement to its fingerprinting interface, set to go live on **Monday, March 16, 2026**. This update is part of our newly recommended process to ensure applications are reviewed as efficiently and effectively as possible.

As a reminder, applying for a DCJS credential is as easy as 1-2-3:

DCJS-Recommended Application Process:

1 Submit your paid application through Lotus.

2 Submit your fingerprints through Fieldprint.

3 Complete your required training.

<u>**Here's what's changing:**</u>

1) Fingerprint scheduling is *now entirely online*.

- **Currently**: You may have been told by your employer (or told your employees or students) to call Fieldprint to schedule your fingerprints. Doing so led to processing delays and confusion whenever Fieldprint staff weren't aware of DCJS's specific business requirements.
- **Starting 3/16/26**: Fingerprint scheduling is now entirely online. Fieldprint's updated website will use various data points to ensure fingerprints attach automatically and precisely to the right application. Please do NOT call Fieldprint to schedule fingerprints, as they will not be able to assist you.

2) Fingerprints must be scheduled *after* submitting an application.

- **Currently**: You may have been told by your employer (or told your employees or students) to schedule fingerprints *before* submitting an application. Doing so led to the creation of "shell" fingerprint records, where fingerprints may never have attached to the correct application if every data point didn't match. This often required applicants to call DCJS to fix the issue, or even go back to Fieldprint and get reprinted.
- **Starting 3/16/26**: The new Fieldprint website uses advanced data validation to ensure fingerprints attach to the correct application. For these data points to validate, there must be a paid-and-pending application in Lotus before fingerprints are scheduled.

3) Fieldprint Codes are *even more important*.

- **Currently**: You may have been told by your employer (or told your employees or students) to use a generic Fieldprint Code when scheduling fingerprints. But if that Fieldprint Code didn't match what was in the DCJS system, the fingerprints wouldn't attach to the correct application. This often required applicants to call DCJS to fix the issue, or even go back to Fieldprint and get reprinted.
- **As of 3/16/26**: Whenever an applicant submits an application (and fingerprinting is required), Lotus will automatically send a confirmation email containing a Fieldprint Code specific to the application type. This code will be required and validated by Fieldprint before an applicant can schedule fingerprints, resulting in fewer data mismatches and application processing delays.

Here's how the new process will look:

1) After submitting a paid application through Lotus, applicants will go to Fieldprint Virginia's website and click "Schedule Appointment." If they don't already have an account, they will need to create one. Otherwise, they'll simply log in.

Welcome to Fieldprint®

Sign Up

For new users, please select "Sign Up" below to schedule a Fieldprint appointment.

Sign Up

Returning User Login

For existing users, please select "Log In" below to check appointment status, view and print receipts or reschedule an existing appointment.

Log In

This is a restricted computer system. It is for authorized use only. Use of this system constitutes consent to security monitoring and auditing. Unauthorized or improper use of the system is prohibited and may be subject to criminal and/or civil penalties.

2) Once logged in, applicants will click "Schedule Appointment" and be directed to a new page asking for the Fieldprint Code associated with the application.

The Fieldprint Code will be found in the "Application Submitted" email, which is automatically sent by Lotus whenever an application is paid and submitted. This code will be specific to the application.
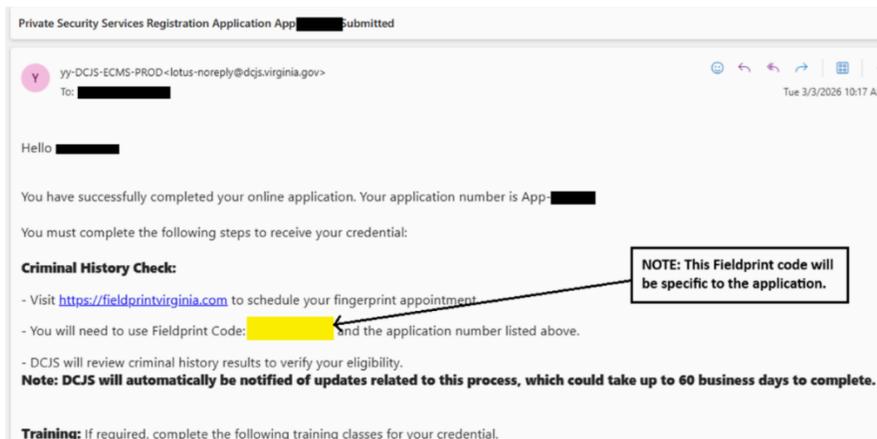
3) After the Fieldprint Code is entered, applicants will continue to a brand-new Virginia DCJS Validation page.

Applicants will input the DCJS Application Number (only the number, not the "App-" portion), SSN, and last name associated with the pending application, and then click "Continue."

- **If the entries DON'T MATCH EXACTLY** what is in the associated Lotus record (including the Fieldprint Code from the previous screen), applicants will receive an error message saying what the mismatch is, and how they might fix it.
- **If the entries DO MATCH**, applicants will be able to proceed with schedule their fingerprinting appointment—with added confidence that their fingerprints will now map more effectively, allowing their applications to be processed more efficiently.

<u>Here's what's next:</u>

We'll post further instructions as well as a walkthrough video on our [Lotus Resources](#) page after the go-live date of **Monday, March 16, 2026**.

Thank you for your attention, and have a great day!

To access Lotus, please go to https://lotus.dcjs.virginia.gov. For additional information, please see our [Lotus Resources](#) page.

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Division of Licensure and Regulatory Services
Virginia Department of Criminal Justice Services