



Virginia Department of Criminal Justice Services
Division of Licensure and Regulatory Services
INFORMATIONAL NOTICE July 13, 2021

This notice is in regards to: **FINGERPRINT SUBMITTAL REMINDER – EFFECTIVE SEPTEMBER 1, 2021**

What is happening?

As a reminder, an application and applicable fees must be submitted on-line **prior** to scheduling a fingerprint appointment. All fingerprints received prior to submitting an application and fees will not be accepted, and you will be required to submit new fingerprints when or after an application is submitted. Also, all criminal history records will be destroyed if received without an application and fees.

What does this mean for our constituents?

- Applications for licensure, registration, and certification must be submitted through the Online Regulatory Licensing System prior to individuals obtaining an appointment to be fingerprinted by Fieldprint.
- When scheduling a Fieldprint appointment, applicants will be asked if they have submitted a DCJS application and applicable fees prior to scheduling the appointment. If the answer is “No”, Fieldprint will inform them that DCJS will not accept the prints unless the application and fees are submitted prior to scheduling the fingerprint appointment.
- Fingerprints submitted to DCJS without an application and fees will be not be accepted.
- Fieldprint will require a new fee each time an applicant is fingerprinted.
- Criminal history records received without an application and fees will be destroyed and the applicant will be required to be fingerprinted again.

Why is a reminder needed?

- Since the inception of the electronic fingerprinting process, applicants were always required to submit an application and fees prior to being fingerprinted. However, some applicants were fingerprinted before submitting the application and fees, which left no record to match the fingerprints when received.
- Due to a significant increase in criminal history records being submitted to DCJS without corresponding applications and fees, DCJS can no longer make exceptions to the application and fee requirements.
- Submitting fingerprints without an application and fees delays the processing of the credentialing requests.
- Criminal history records received without the application and fees cannot be processed but were being reviewed. This created a backlog in the application process and delayed the issuance of credentials for everyone. In the majority of cases, applicants never followed through with completing the application process and the records were destroyed.

**For instructions on how to submit an application and fees,
please visit our website at**

www.dcjs.virginia.gov/licensure-and-regulatory-affairs/online-services-step-step-guides

For additional information, please contact regulatory.affairs@dcjs.virginia.gov