

Fingerprinting FAQs

Fingerprinting Process

1. Why is it necessary to obtain my fingerprints rather than running a search on my name? Fingerprint-based background checks are processed through both FBI and state criminal databases presenting a more complete criminal profile of the applicant. Conversely, non-fingerprint background checks or “name checks” are not nearly as comprehensive and run the applicants background against a limited amount of predetermined records which are commercially available. Therefore, a name search only would not give the Bureau complete information.

2. Who is responsible for paying for the criminal background check and how much does it cost? The applicant is responsible for paying for the criminal background check fee directly to Fieldprint. The cost is \$34.95.

3. I was recently fingerprinted by another agency do I still need to be fingerprinted for the Bureau? Yes, you will need to be fingerprinted for the Bureau’s licensure process. Any fingerprints that you had collected in the past are not retrievable or transferable from other state or federal agencies

4. Where can I get my fingerprints electronically processed? You will get your fingerprints electronically processed by Fieldprint at a Fieldprint site location. The prints will be sent to Virginia State Police and the FBI. Go to [Fieldprint Virginia](#) and click on “Our Locations” to find a location closest to you.

5. Am I able to cancel or change my scheduled fingerprinting appointment if needed? Yes, you will need to contact the Fieldprint appointment location you selected 24 hours prior to your appointment time to cancel or reschedule.

6. What do I need to bring with me to the electronic fingerprinting site? Two (2) forms of identification, at least one (1) of which must be a valid government-issued photo ID and your appointment number (found on your appointment confirmation receipt received through [Fieldprint Virginia](#)).

7. How does the electronic fingerprinting process work? Livescan (electronic) fingerprints are captured electronically, via a digital image that can be transmitted electronically; this provides for a faster and more accurate fingerprint collection process.

8. What databases are accessed during the criminal background checks? Agent Licensing accesses information from the Non-Criminal Justice Interface system (NCJI - Virginia State ~~Police/FBI~~) and Fieldprint.

9. Do the results of the criminal background checks include federal conviction information? If yes, are there any limitations as to what federal conviction information is accessed? Yes, the results received by Agent Licensing consist of federal, military, and out-of-state arrest/conviction information. We are not aware of any limitations as they relate to federal conviction information.

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10. Will the criminal background checks be considered part of application? Yes, criminal background checks are considered part of the application process.

11. Will the information from the criminal background checks be used to deny an application for an insurance license? Yes, CBC information could be used to deny an insurance license pursuant to [38.2-1831 of the Code of Virginia](#).

12. Will applications be considered complete before or after criminal background check results are received? Applications will not be considered complete until all required checklist items have been satisfied, to include criminal background checks.

13. How is the decision made as to whether information obtained during the criminal background check requires further inquiry? All instances involving criminal conviction history, whether disclosed by the applicant or detected by the criminal background check, will be reviewed for final disposition. Information from the rap sheet, court documents, and a statement from the applicant explaining the circumstances of the record and affirming/denying its existence will be considered.

14. If information is obtained during a criminal background check that requires additional materials to be obtained, such as court documents, who is responsible for obtaining this information? In instances in which the applicant has conviction information, supporting documentation is obtained by applicant.

15. How long will it take for my fingerprints to be processed? Results of fingerprint-based checks are typically processed within 2-4 business days. **Note:** Results are ultimately dependent upon processing times of the Virginia State Police (VSP) and Federal Bureau of Investigation (FBI), which are subject to change.

16. Who has access to my fingerprints and criminal record? The applicant's fingerprints are submitted directly to Fieldprint (contractor with the Bureau) and are electronically scanned through a secure site to the Virginia State Police (VSP) Central Criminal Records Exchange (CCRE) and the Federal Bureau of Investigation (FBI). No other entities have access to the applicant's fingerprints. The criminal history record of arrests and prosecution ("RAP" sheet) will only be accessible by the Bureau's Agent Licensing CBC staff.

17. How can I be assured that my fingerprints and personal information are kept safe and confidential? Fieldprint, Inc. is committed to safeguarding the privacy of the data received and processed. For more in depth information regarding Fieldprint's privacy policies, please view the Fieldprint Privacy Policy, which is published on the [Fieldprint Virginia](#) website and also in Fieldprint's FAQ #8.

18. What should I do if I am notified that my electronic fingerprints were lost or illegible? Applicants should contact Fieldprint by accessing your account through [Fieldprint Virginia](#) directly to reschedule an appointment free of charge.