

Office of Background Investigations - Criminal Backgrounds

**LEGACY CHRISTIAN FELLOWSHIP - Religious Exempt Child Day Centers**

Facility ID : 117440    Facility Type : Private

Applicant Type	Fieldprint Code
EMPLOYEE	FPVADSSRelExCDCEmp
VOLUNTEER	FPVADSSRelExCDCVol

To schedule a fingerprinting appointment, please follow these instructions:

1. Visit [www.FieldprintVirginia.com](http://www.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 that the agency has given you. The Fieldprint Code is specific to your agency and identifies which program you are working with and what type of applicant you are.  
  
\* It is important you choose the correct type of applicant. If you are unsure of what type of applicant you are, please review the definitions found at: [http://www.dss.virginia.gov/family/children\\_background.cgi](http://www.dss.virginia.gov/family/children_background.cgi).
5. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.

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**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, more information and answers to frequently asked questions can be found at [http://www.dss.virginia.gov/family/children\\_background.cgi](http://www.dss.virginia.gov/family/children_background.cgi).**