



## Fieldprint Livescan Fingerprinting Instructions For In-Home Care Agencies

These instructions will assist you in scheduling electronic fingerprints through Oregon State's Livescan contractor, Fieldprint, Inc. The Oregon State Police (OSP) and Oregon Health Authority, Health Facility Licensing and Certification (HFLC) Program require submission of electronic fingerprints.

### **Applicants who are required to submit electronic fingerprints:**

- Applicants who have lived in another state, had or currently have an out-of-state address, or been outside of Oregon for more than 60 consecutive days in the last five years.

### **Scheduling:**

- Please visit the Oregon Fieldprint website: [oregon.fieldprint.com](https://oregon.fieldprint.com)
- You will need this access code: **FPOHAHFLicCertInHome**
- Using the Fieldprint service requires that you schedule an appointment and pay in advance online. **Fieldprint offices will not serve walk-ins.**
- Setting up an account will require you to have a valid email address.
- You will be able to search for and select a nearby Fieldprint location by zip code.
- Fingerprint appointments cost \$58.75 (which include OSP & FBI processing fees). Fieldprint accepts most major credit and debit cards.

When scheduling your appointment, you will be asked to provide the following information. This information will be stored electronically in a secure Fieldprint facility and it will only be used for the purpose of identifying your prints.

- Fieldprint access code: **FPOHAHFLicCertInHome**
- Name: Legal name exactly as it appears on your identification documents
- Aliases: Other names you have used

- Social Security Number (SSN): If you do not wish to disclose your SSN or do not have one, enter all 9s in this field.
- Date of birth
- Address
- Phone number
- Citizenship (country)
- Place of birth (city and state)
- Gender, height, weight, eye and hair color, race

The Fieldprint vendor will submit your prints electronically to Oregon State Police (OSP) for processing. Once processed, the results will be returned to Oregon Health Authority's (OHA) Health Facility Licensing and Certification Program (HFLC) for review prior to issuing a license. OHA HFLC does not collect or store fingerprint results.

If you encounter scheduling problems, contact the Fieldprint Customer Service team at 877-614-4364 or [CustomerService@fieldprint.com](mailto:CustomerService@fieldprint.com).

Fingerprint results can take up to 30 days to process. If after 30 days, you have not been issued a certification and you would like to check the status of your application, please email [mailbox.inhomecare@odhsoha.oregon.gov](mailto:mailbox.inhomecare@odhsoha.oregon.gov).