FINGERPRINT OPTIONS

All applicants for criminal justice PA/EMD training and certification must provide fingerprints for state and federal criminal history record check. All fingerprints are processed through the Oregon State Police (OSP) and the Federal Bureau of Investigation (FBI).

PLEASE READ CAREFULLY

Electronic Fingerprinting via Fieldprint: Submit Electronic Fingerprints via Fieldprint, Inc. Fieldprint provides all aspects of the fingerprinting process from electronic collection to sending the collected fingerprints to OSP/FBI for processing – eliminating the need for submission of a fingerprint applicant card to the department. In addition, Fieldprint offers fingerprinting services within a reasonable distance from any location. Please visit: www.fieldprintoregon.com for more information.

You will need to use this Fieldprint code when scheduling your appointment: FPCJpaEMDDPSST

~Important Information - Please note~

Be sure to enter the correct Fieldprint code (listed above) when scheduling your appointment. Entry of an incorrect code will result in the department not receiving your prints and/or rejection of your prints. If this happens, you will need to repeat the fingerprint process again and your training and certification will be delayed.

Instructions on scheduling an appointment are located on the reserve side of this document.

Additional Fingerprint Options Available

Traditional Ink Fingerprinting: Submission of a completed pre-printed FBI fingerprint applicant card.

LiveScan Fingerprinting: Submission of a completed FBI fingerprint applicant card by using LiveScan. LiveScan is an inkless electronic fingerprinting method where fingerprints are scanned and saved as a digital image. Once imaged, the prints are printed on a pre-printed FBI fingerprint card. When done properly, LiveScan can have a greater success rate than the traditional ink method. However, LiveScan is not available in all areas.

What is the difference between Ink, LiveScan and Electronic fingerprinting?

Ink*: Is done by physically rolling fingerprints onto an original Federal Bureau of Investigation (FBI) fingerprint applicant card.

LiveScan*: Is done by scanning fingerprints and printing them onto an original FBI fingerprint applicant card.

*If submitting Ink or LiveScan prints, you must return the completed fingerprint applicant card to DPSST. Once received and reviewed for completion, the department will forward the card to the Oregon State Police (OSP) and Federal Bureau of Investigation (FBI) for processing.

Electronic: Digital images of your fingerprints are taken and sent electronically to OSP and the FBI for processing once the department verifies all application materials have been received.

Please note: Currently, Fieldprint, Inc. is the ONLY vendor approved by the State of Oregon for submission of electronic fingerprints. Fieldprint is a national corporation, able to provide services to DPSST nationwide.
To schedule a fingerprinting appointment, please follow these simple instructions:


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: **FPCJpaEMDDPSST**

5. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.

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 or problems, you may contact our customer service team by phone at: 1-877-614-4364 or by e-mail at: [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com).