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

**Please note, the fingerprint processing fee ($42.75) payable to DPSST is still required IN ADDITION to any applicable fee to have your fingerprints scanned or rolled.**

Click here to learn about the three (3) fingerprinting options that are available:

[Private Ambulance / EMD Fingerprinting Options](#)

**Private Ambulance & Emergency Medical Dispatcher Fingerprinting Frequently Asked Questions (FAQ's)**

### Who is required to be fingerprinted?

All applicants who are seeking training and certification as a Private Ambulance or Emergency Medical Dispatcher (PSA/EMD) must submit fingerprints for a state and national criminal background check.

### Where do my fingerprints go to get processed?

All fingerprints are processed through the Oregon State Police (OSP) and the Federal Bureau of Investigation (FBI).

### Why does DPSST require fingerprinting?

Current Oregon Administrative Rule (OAR) requires PA/EMDs to be fingerprinted prior to training or issuance of certification: OAR 259-008-0011.

### Where can I go to get my fingerprints taken?

Fingerprinting services are available through most state and county law enforcement departments and can often be found under “fingerprinting” in the yellow pages or by doing an Internet search. Electronic fingerprint services are also available through Fieldprint, Inc.* Some facilities require you to make an appointment.

Please note: Applicants are encouraged to have their fingerprints completed by public safety personnel trained to roll or scan fingerprints, or a person who is employed and trained by a private business that provides fingerprinting services. If fingerprints are rolled or scanned incorrectly they may be rejected by the Oregon State Police or the Federal Bureau of Investigation, which would require the submission of additional fingerprints and may require additional fees to the fingerprinting facility.
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.

What is the cost associated with fingerprinting?

DPSST fingerprint fees* for PA/EMD is: $42.75

The above fingerprint criminal history check fees are assessed to recover the actual costs charged to DPSST for administering the fingerprint check through the Oregon State Police and Federal Bureau of Investigation. Fingerprint fees may also be charged by the facility in which you have chosen to have your fingerprints taken. This fingerprinting fee is separate from the fees charged by DPPST and shall be paid directly to the fingerprinting facility for providing fingerprint services. Fees for ink or LiveScan fingerprinting services through these facilities vary. DPSST utilizes Fieldprint, Inc. (Fieldprint) to provide electronic fingerprint capture services. Fieldprint offers services nationwide and the current fingerprint scanning fee is $12.50 per print.

*Please note: Fees charged to DPSST can change at any time, without prior notification.

How do I pay the departments fingerprinting fee?

The departments fingerprinting fee ($42.75) should be included with all required application materials, i.e. the appropriate application form, completed fingerprint packet, any required documentation and all applicable application fees. These application materials shall be submitted to DPSST. Because DPSST is directly billed by the Oregon State Police and the Federal Bureau of Investigation for all fingerprints forwarded, one payment for all department fees pertaining to an application for training/certification can be submitted and made out to DPSST. Please note that DPSST will not forward fingerprint cards for processing without payment of the fingerprinting fee. Non-payment will result in delay of training/certification.

What happens if my fingerprints are rejected?

If prints are rejected, you will be notified by the department and will need to get reprinted. Cards will be rejected if they do not meet FBI quality standards or if the instructions are not followed.

Please note: Rejection of prints may require payment of additional fingerprint fee’s.

What do I need to take with me to the fingerprinting facility?

❖ For ink or LiveScan print submission: When you go to the fingerprinting facility that you have chosen, you will be required to bring and show at least one form of picture
identification (ID), such as a driver’s license, military ID card or passport.

- For electronic fingerprints through Fieldprint, Inc.: When you go to the Fieldprint location in which you have scheduled an appointment to have your fingerprints taken, you will be required to bring and show your confirmation page and two (2) forms of ID. At least one piece of identification must be a photo ID, such as a driver’s license, military ID card or passport. For additional information and to schedule an appointment with Fieldprint, please visit the departments Fingerprint Options and Information page at:  Private Ambulance / EMD Fingerprinting Options

What happens once my fingerprints and fees are submitted to DPSST?

DPSST forwards the fingerprint card to the Oregon State Police to run a statewide and national (FBI) criminal history check. The results are then sent to DPSST where the department will review any criminal history reported and make a training/certification eligibility determination. If an individual is determined to be ineligible for and denied training/certification, due to failing to meet the minimum standards, the individual will be notified by the department. Criminal background check/fingerprint results requested for the purposes of training/certification are not shared - this includes but is not limited to: Employers and law enforcement departments.

What is the deadline for getting my fingerprints submitted?

The department does not establish a deadline. However, we recommend you arrange for and complete the fingerprinting process as well as submit all application materials and fees to the department as soon as possible so that there are no delays in scheduling training or issuance of your certification (e.g., in the event your fingerprints are rejected and must be retaken, etc.). If your application materials are incomplete, the department will notify you.

Can I have electronic fingerprint capture done from out of state?

Yes, Fieldprint, Inc. has locations in all 50 states, the District of Columbia and Puerto Rico. For more information, please visit the departments fingerprint option and information page at:  Private Ambulance / EMD Fingerprinting Options

Where does Fieldprint provide fingerprinting services?

Fieldprint has subcontracted with local businesses (aka Fieldprint vendors) to do the fingerprinting. These businesses range from fulltime fingerprint technicians to packaging and shipping businesses that do electronic fingerprinting as a side
business. Nonprofit organizations and even some public entities may also serve as Fieldprint vendors. Fieldprint is a national corporation, able to provide services to DPSST nationwide.

May I still use the ink or LiveScan fingerprinting method if I am completing my fingerprinting out of state or am not located near a Fieldprint location?

Yes. Fingerprinting services are available through most state and county law enforcement departments. You may also search for “fingerprinting services” via the Internet or view the “yellow pages” to find a facility near you. Please note: The department strongly encourages individuals to have their fingerprint cards completed by public safety personnel trained to roll or scan fingerprints, or a person who is employed and trained by a private business that provides fingerprinting services. If fingerprints are rolled or scanned incorrectly they may be rejected by the Oregon State Police or the Federal Bureau of Investigation, which would require the submission of additional fingerprints and may require additional fees to the fingerprinting facility.

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 card.

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

*If submitting Ink or LiveScan prints, you must return the completed fingerprint packet 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 fingerprinting fees have been received. Please note: Currently, Fieldprint, Inc. is the ONLY vendor approved by the State of Oregon for submission of electronic fingerprints.

Please follow all instructions for submission of fingerprints. Options and instructions for submission of fingerprints can be obtained on our website at:

Private Ambulance / EMD Fingerprinting Options
How can I contact Fieldprint if I have questions?

Phone: 888-472-8918

E-mail: customerservice@fieldprint.com

Website: http://www.fieldprint.com/contact/