

The Background Check Unit (BCU), serving Oregon Department of Human Services (ODHS) and Oregon Health Authority (OHA), conducts background checks on employees, contractors, volunteers and others for ODHS|OHA as well as for providers licensed, certified or otherwise regulated by ODHS|OHA; the person subject to a background check is called a subject individual (SI).

If BCU needs a fingerprint-based check on your SI, you will receive notification email from ORCHARDS alerting you to create in ORCHARDS the “Fingerprint Letter – Please Give to SI” document and give it to your SI. This document has directions to get fingerprinted through Fieldprint.

Fingerprint capture through Fieldprint costs \$12.50; this fee is paid by your agency or the SI (as determined by your agency).

If your agency is paying for fingerprint capture, you can set up monthly invoicing with Fieldprint, eliminating the need to pay for each SI as they schedule an appointment. Generally, Fieldprint wants an agency to complete 100 or more fingerprints per year as the primary guideline for whether or not Fieldprint can provide a specialized account(s) for an agency. If you would like to set up an account for monthly invoicing, please follow these steps:

1. Find out which request types your agency uses. Whenever you submit a background check in ORCHARDS, on the Pre-Employment/Placement Information page, there is field titled, “\* Request Type.” All the request types available to you are listed here.
2. Review the attached table. You will want to copy the row(s) showing your request types into your email to Fieldprint.
3. Create and email to send to either:
  - a. Jason DePalma at [jdepalma@fieldprint.com](mailto:jdepalma@fieldprint.com) (888-472-8918 x 2440); or
  - b. Client Services at [CustomerService@MyFieldprint.com](mailto:CustomerService@MyFieldprint.com).
4. In this email, tell Fieldprint:
  - a. You would like monthly invoicing
  - b. Who is your Contact for Fieldprint (name, phone number, email)
  - c. Your agency information (name, mailing address)
  - d. Your codes need to mirror Background Check Unit FieldPrint codes for the request types you use.
  - e. ADD the rows you copy from the attached table: Copy the rows with the request types you see on the Pre-Employment/Placement Page (in ORCHARDS) and paste them into your email.
5. Once your account is set up, FieldPrint will give you your own agency codes.
6. When you receive notification from ORCHARDS regarding an SI needing a fingerprint capture:
  - a. You still must login to ORCHARDS, go to the SI’s Person Summary page, Application tab, and click on the link titled, “Fingerprint Letter – Please Give to SI” to create the document.
  - b. Your SI will use your Agency code and the ORCHARDS ID in the “Fingerprint Letter – Please Give to SI” document:

Scheduling Livescan Fingerprinting through FIELDPRINT	
Subject Individual:	Joseph Test
Fieldprint Access code:	<del>FPDHSAPDP</del>
ORCHARDS ID:	1329947
Fingerprint Deadline Date:	5/12/2022

Use **your** agency code, not this one.

Use this Unique ORCHARDS ID. It is different for each SI and each background check.

## Monthly Invoicing from FieldPrint – Clearinghouse



Revised 6/25/2025

**NOTE: Even though you will be using your own FieldPrint Access Code, you must always create the “Fingerprint Letter – Please Give to SI” document in ORCHARDS. This letter is tied to other processing steps; if you do not create this letter, processing of your subject individuals’ background checks may be delayed!**

BCU FieldPrint Information (copy rows regarding the request types you use to your email request to FieldPrint):

Request type	BCU FieldPrint Code	ORI/CRI	ABC/OCA	Reason for Fingerprints	TOT	RETD
Clearinghouse CASA/CPS Employee/Contractor	FPDHSCHE	OR024CRU0	OCHE	Non-Criminal Justice Employment - Non-CJIS Security	NFUF	N
Clearinghouse CASA/CPS volunteer (not mentoring)	FPDHSCHVOL	OR024CRU0	OCHV	Volunteer	NFUF	N
Clearinghouse DOJ Employee/Contractor	FPDHSCHE	OR024CRU0	OCHE	Non-Criminal Justice Employment - Non-CJIS Security	NFUF	N
Clearinghouse DOJ Volunteer	FPDHSCHVOL	OR024CRU0	OCHV	Volunteer	NFUF	N
Clearinghouse Employee/Contractor	FPDHSCHE	OR024CRU0	OCHE	Non-Criminal Justice Employment - Non-CJIS Security	NFUF	N
Clearinghouse NCS Employee/Contractor	FPDHSCHE	OR024CRU0	OCHE	Non-Criminal Justice Employment - Non-CJIS Security	NFUF	N
Clearinghouse NCS Volunteer	FPDHSCHVOL	OR024CRU0	OCHV	Volunteer	NFUF	N
Clearinghouse NCS Waivered Volunteer	FPDHSCHVOLW	OR024CRU0	OCHW	Volunteer	NFUF	N
Clearinghouse Volunteer	FPDHSCHVOL	OR024CRU0	OCHV	Volunteer	NFUF	N
Clearinghouse Waivered CASA/CPS Volunteer (mentoring)	FPDHSCHVOLW	OR024CRU0	OCHW	Volunteer	NFUF	N
Clearinghouse Waivered Volunteer	FPDHSCHVOLW	OR024CRU0	OCHW	Volunteer	NFUF	N