

Scheduling a FieldPrint Appointment

To complete the DCPS clearance compliance process through FieldPrint, please follow the instructions outlined below:

1. Visit <https://schedule.fieldprint.com>
2. Click “Schedule an Appointment” on the right side of the screen. 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”.
3. Enter the Fieldprint Code: FPDCEMPLOYEE. The following Fieldprint Code will give you access to fingerprinting services. **Please Note: It is important that you handle your Fieldprint Code carefully. DO NOT SHARE THIS CODE.**
4. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
5. 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.

If you fail to attend your appointment or reschedule your appointment at least 24 hours in advance, you may delay your start date. Please reschedule your appointment at least 24 hours in advance if you need to cancel it for any reason.

Please review the attached document titled “Acceptable Forms of ID” to ensure you bring the required documentation to your appointment.

All individuals must also complete the DCPS Clearance Application in advance of their FieldPrint appointment. Failure to complete this action step will prevent the clearance from being issued. The Clearance Application is available online, here: <https://octo.quickbase.com/db/bg37a864v>

If you need additional support, please contact the DCPS Clearance team at dcps.clearance@k12.dc.gov.