



COMMONWEALTH of VIRGINIA

Department of Health
P O BOX 2448
RICHMOND, VA 23218

TTY 7-1-1 OR
1-800-828-1120

Karen Shelton, MD
State Health Commissioner

Office of Emergency Medical Services

1041 Technology Park Drive
Glen Allen, VA 23059-4500

1-800-523-6019 (VA only)
804-888-9100

Rachel Stradling
Interim Director

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To All Licensed EMS Agencies and Educational Programs
From: Regulation & Compliance Enforcement Division of the Virginia Office of EMS
Re: Fingerprinting Procedures for Background Checks of affiliated members and EMS students

To process fingerprint-based background checks efficiently and avoid delays in posting of these results to your agency's membership roster or class roster, all required information must be provided at the time of scheduling the fingerprint submission appointment with FieldPrint.

When these instructions are NOT followed, you WILL experience significant delays receiving results.

The fingerprinting procedures for Background checks are as follows:

- **Before** the Regulant/Applicant schedules their fingerprinting appointment with FieldPrint, they must already have a unique 9 digit OEMS # (certification #). Therefore, if the regulant/applicant is a non-certified individual, they **MUST** create an OEMS Portal Account, to be issued their own unique 9 digit OEMS # **PRIOR to submitting their fingerprints.**

It is REQUIRED that all Non-Certified Applicants/Students must have an OEMS 9-digit number.

The non-certified regulant applying for agency affiliation **MUST** create their OEMS portal account first.

Once they submit their OEMS portal account application, it **MUST BE APPROVED or DECLINED** in the portal by the Agency they are attempting to affiliate with.

Only when the affiliation request has been approved by the agency, will the OEMS Administrative portal assign the applicant their unique 9-digit OEMS #.

- The applicant will then receive by email their unique 9-digit VAOEMS number.
- Once the applicant receives their 9-digit number, only then, can they schedule their FieldPrint fingerprint submission appointment.

This 9 digit unique OEMS number must be provided to FieldPrint when prompted for their certification # when scheduling the submission appointment.

- **Do not use Zeros or any other number or text in the Certification area.**
- This 9 digit # is how OEMS identifies who the results belong to and allows timely posting of the results to the agency or Education Coordinator.

Results CANNOT BE PROCESSED without the Regulants 9-digit VAOEMS number.

The instructions on how to create a non-certified OEMS Portal Account can be found on the OEMS website under Regulation and Compliance Enforcement Division tab.

- Also, **make sure that your Regulants have and enter your Agency 5-digit license number** or 5 digit OEMS course # when scheduling their appointment. They will be asked for this information when scheduling the FieldPrint appointment. This will prevent delays in results being posted to the Portal.

Please be sure that the Regulant follows these procedures. Without complete information being provided, results cannot be posted to the Portal.

For any questions, please contact Katie Hodges in the Regulation and Compliance Enforcement Division at (804) 888-9133 or by email at kathryn.hodges@vdh.virginia.gov.

Thank you.