



DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF

# EDUCATION

## Child Development Center Employee Criminal Background Check Scheduling Guide

To schedule a fingerprinting appointment, please follow the instructions below:

1. Visit [www.fieldprintdc.com](http://www.fieldprintdc.com)
2. 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 contact and demographic information required by the FBI. You may be asked for the following information, if so enter the information below.

- **Fieldprint Code: FPDCHROSSEDEL**
- **Employer:**

**CCPC Weekday Nursery School  
One Chevy Chase Circle  
Washington, DC 20015  
(202) 363-2209**

- **Billing Code: Superintendent of Education**
- **Position: Childcare Provider**
- **Agency: OSSE**
- **Organizational Unit: CCPC Weekday Nursery School**

4. Schedule a fingerprint appointment at a location of your choosing.
  5. Print the confirmation page.
  6. Take the confirmation page with you to your fingerprint appointment, along with two forms of identification (one must be a government issued identification card).
  7. Please keep record of the date that you were actually fingerprinted and forward your Receipt Confirmation email from FieldPrint (subject states “Your Collection is Confirmed”) to our School Administrator [wnsoffice@chevyCHASEPC.org](mailto:wnsoffice@chevyCHASEPC.org).
  8. If you have any questions or problems with the site, please contact Fieldprint’s customer service team at 877-614-4364 or [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com).
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