



## **Criminal Background Check Information for Employees and Contractors**

We are looking forward to having you join us at Congressional School! Our license requires that we have a current criminal background check on file for all employees, volunteers and contractors. You will need to submit fingerprints for the background at a FieldPrint facility and can schedule an appointment online. The information you need is below.

Website: <https://fieldprintvirginia.com/>  
FieldPrint Code: FPVADSSChDayCntrEmp  
FieldPrint facility ID: 100105

If you prefer to schedule your appointment over the phone, you can call 877-614-4364.

Please feel free to contact me at 703-533-9711 ext. 301 or [tdavies@congressionalschool.org](mailto:tdavies@congressionalschool.org) should you have any questions.

Regards,

Tinelle Davies  
Director of Human Resources