



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

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Richmond, Virginia 23218-1797

S. HUGHES MELTON, MD, MBA  
FAAFP, FABAM  
COMMISSIONER

### MEMORANDUM

TO: DBHDS Licensed Private Providers

FROM: Stacy Pendleton, Co-Director   
Human Resources Development & Management

SUBJECT: Delay of Fieldprint Fingerprint Process and Additional Information

DATE: November 27, 2018

As we shared with you in the memo dated September 21, 2018, DBHDS conducted a pilot program with you on the new fingerprint process. Due to several issues and concerns that surfaced during our pilot program, a decision has been made to extend our implementation date to early spring 2019. DBHDS wants to ensure that all concerns are addressed prior to the full implementation of the new Fieldprint fingerprint process. Further and important information will be sent as we get closer to the new start date.

In addition, if you still have not sent in your updated Contact and Information Sheet, even if there is a change, it is imperative that you fax or e-mail it to Malinda Roberts as soon as possible. This updated information will ensure timely receipt of updates and information.

If you have any questions, please contact Malinda Roberts at (804) 786-6384 or [Malinda.roberts@dbhds.virginia.gov](mailto:Malinda.roberts@dbhds.virginia.gov) or Belinda Turner at (804) 887-7393 or [Belinda.turner@dbhds.virginia.gov](mailto:Belinda.turner@dbhds.virginia.gov)

/MCR

pc: Malinda Roberts  
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DBHDS Licensing Office

**Malinda**

Malinda Roberts, Supervisor  
Background Investigations Unit  
DBHDS  
(804) 786-6384 (w)  
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***PLEASE NOTE:  
EFFECTIVE 3/1/16, BIU'S FAX NUMBER HAS CHANGED TO (804) 786-4146***