

## Finger Printing Instructions

PSI is offering Fingerprinting Services for the Commonwealth of Virginia, Department of Professional and Occupational Regulation. You may walk in during the designated times listed below. It will be on a first come, first serve basis. You **cannot** schedule an appointment.

**The Fingerprinting Fee is \$52.00** (This fee of \$52.00 must be paid with **VISA, MasterCard, Money Order, or cashier's check ONLY**. This fee includes the \$27.00 state processing fee and a \$25.00 PSI processing fee).

Note: The Fingerprint images will be transmitted electronically to the Virginia State Police and the Federal Bureau of Investigation (FBI). The results are returned directly to the Department of Professional and Occupational Regulation.

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Following are the PSI centers where you may get your Finger Print taken.

### **RICHMOND**

**Moorefield VI Building  
620 Moorefield Park Drive  
Suite 205  
Richmond, VA 23236**

Suggested Fingerprint Walk-in Hours are Monday thru Friday from 9:30am-11:30am; 1:30pm-3:30pm

*From I-64E, take the Parham Rd exit and turn right. N Parham Rd/VA-73 S becomes VA-150 S/Chippenham Pkwy. Merge onto VA-76 S/Powhite Pkwy. Merge onto Midlothian Turnpike West. Turn left on Moorefield Park Dr.*

### **VIENNA**

**1919 Gallows Rd, Suite 360  
Vienna, VA 22182**

Suggested Fingerprint Walk-in Hours are Tuesday thru Friday from 10am-1pm

*From I-495 S - Take exit 47 A-B to merge onto VA-7 W/Leesburg Pike towards Tyson's Corner. Use the left lane to turn left onto Gallows Rd. Turn left at the first cross street onto Boone Blvd. The complex will be your right. The building where the test center is located is on the left side of the circle drive. Take the elevator to the third floor. The test center is in suite 360.*

*Surface and garage parking is available on site. The first hour is free. It is \$4 for 1-2 hours and \$6 for anything above that. Please give yourself extra time to park when arriving to take your exam.*

### **VIRGINIA BEACH**

**484 VIKING DR, SUITE 105  
VIRGINIA BEACH, VA 23452**

Suggested Fingerprint Walk-in Hours are Monday thru Friday from 10am-1pm

*From I-264E - take exit 19A for Lynnhaven Pkwy S. Merge onto Lynnhaven Pkwy S. In about ½ mile turn right onto Viking Dr. The office is in the second building on the right.*

*From VA-615/Princess Anne Rd going north - turn left onto Seaboard Plaza. In about 2.5 miles turn left onto VA-149/Princess Anne Rd. In 1 mile, turn right onto VA-410/Holland Rd. In about 4 miles, turn right onto VA-414N/Lynnhaven Pkwy. In roughly 2.5 miles, turn left onto Viking Dr. The office is in the second building on the right.*

*Suite 105 is located on the first floor. For easiest access, park on the left side of the lot. If you enter on the south side entrance (this would be the entrance on the left side of the building when looking straight at the building at the building), the PSI test center will be the first door on your left once you walk in.*

### **ROANOKE AREA**

**5115 Bernard Dr, Suite 104  
Roanoke, Virginia 24018**

Suggested Fingerprint Walk-in Hours are Monday thru Friday from 10am-4pm

**\*\*Suite located in corridor of elevator\*\***

**\*\*Saturday doors lock. Please enter building through main entrance near building directional signage\*\***

*From VA-419 - Head southeast on VA-419 towards Springwood Park Dr. Turn right onto Bernard Dr. The office will be on the left. If you reach Penn Forest Blvd, you've gone too far. When you come into the main entrance, take the stairs or elevator down to the first floor.*

*From US-220 S - Take ramp right for US-220BR/VA-419 North toward Salem. Turn right onto VA-419N/Electric Road. Bear left onto Bernard Dr. The office will be on the left. If you reach Penn Forest Blvd, you've gone too far. When you come into the main entrance, take the stairs or elevator down to the first floor.*

### **CHARLOTTESVILLE**

**2114 Angus Road, Suite #105-B  
Charlottesville, VA 22901**

Suggested Fingerprint Walk-in Hours are Tuesday thru Saturday from 9:30am-11:30am; 1:30pm-3:30pm

*If going West on US-250, turn right onto US-29N/N Emmet St. Continue on Emmet Street and turn left on Angus Rd.*