

## REGISTRATION & SCHEDULING FOR FINGERPRINTING

Here is how to register online and schedule an appointment for fingerprints:

1. Open the internet browser and log onto [www.fieldprintflorida.com](http://www.fieldprintflorida.com).
2. On right hand side of screen, click "Schedule an Appointment".
3. New Users or Existing Users screen
  - a. All applicants must continue through "New Users" to create an account with Fieldprint.
  - b. A valid email address/account is needed for the registration.

NOTE: On this page (top right hand corner), applicant can change the registration from English to SPANISH.
4. Sign Up screen
  - a. Create a password, security question and security question answer.
  - b. Re-type the email address used in previous screen.
  - c. And then click on "Sign Up and Continue".
5. "Reason why you need to be fingerprinted" screen
  - a. Then click on I KNOW MY FIELDPRINT CODE which is located directly under the red words "Reason why you need to be fingerprinted".
  - b. The Code is: FPAOMParishVolMobile if you will have your fingerprints taken at San Isidro
  - c. If you have prints made any where else on another day then the code is: FPAOMParishVol
6. FIELDPRINT CODE screen
  - a. All Fieldprint codes are CASE SENSITIVE.
  - b. Entity has provided the this code to be used during your registration:
7. Personal Information screen
  - a. The information requested on the scheduling site is the information required by FDLE/FBI in order to process the criminal search. This is the same information required to be completed by the applicant on "the old" ink hard cards.
  - b. Screen 1 of Personal Information must be filled out completely so an accurate criminal background can be reached.
  - c. Screen 2 of Personal Information must also be filled out completely.
8. Additional Information screen
  - a. Select the "School Location" and "Job Type"

NOTE: Applicant will select a "job type" based on participation (i.e. Parent volunteer, Usher, etc.).
9. VECHS Waiver Agreement and Statement screen

A requirement of the Florida Department of Law Enforcement (FDLE).

  - a. Must provide a response for all questions with an asterisk (\*).
10. Final step is the Registration Confirmation page.
11. Schedule Appointment

Applicant is to contact their parish for the appointment details (date and time availability).
12. Applicant must present two (2) valid forms of identification:
  - a. Valid State Driver's Licence or Valid State Identification Card
  - b. US Passport or Foreign Passport
  - c. Social Security card
  - d. Credit Card
  - e. Utility bill
  - f. For more examples - list is provided on appointment confirmation page