REGISTRATION & SCHEDULING

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

1. Open the internet browser and log onto 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".

6. FIELDPRINT CODE screen

    a. Entity (parish or school) is to provide the appropriate code for this step.

    b. All Fieldprint codes are CASE SENSITIVE.

    c. Entity has provided the below code to be used during your registration:

FPAOMParishVolMobile

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

FIELDPRINT CUSTOMER SERVICE:

For any issues or questions with the website, kindly contact the Fieldprint customer service team at (800) 799-1067 or at CustomerService@fieldprint.com.

Applicant may also select the "Contact Us" link on the website.

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