



Fieldprint Fingerprinting Registration Instructions

A valid e-mail account is required to register for a fingerprinting appointment. A registration receipt that includes your appointment number and an appointment reminder will be sent to your e-mail address.

- 1) Click on <http://www.fieldprintflorida.com/> to access the registration site.
- 2) Click the "Schedule An Appointment" button.
- 3) Enter your email address into the "New Users/Sign Up" section.
- 4) Click the "Continue" button.
- 5) Enter the applicable information into the "Sign Up" Section.
- 6) Click the "Continue" button.
- 7) You will then need to indicate the reason why you are being fingerprinted. Click the **"I know my fieldprint code"** link.
- 8) Enter the applicable fieldprint code indicated below in the "Insert Fieldprint Code Here" section. ***Please note that the code is case sensitive.***

Certified Employees

(Administrators, Teachers, Teacher Interns, Substitute Teachers, and Athletic Coaches)

Fieldprint Code: **FPSchoolLeeCoCert01** (Case Sensitive)

Non-Certified Employees

(Educational Paraprofessionals, Clerk-Typists, Custodians, Food Service Workers, etc.)

Fieldprint Code: **FPSchoolLeeCoNonCert2** (Case Sensitive)

- 9) Enter the applicable data in the **Personal Information** and **Demographic Information** sections. *Please note the information requested is required by the Florida Department of Law Enforcement (FDLE)/Federal Bureau of Investigation (FBI).*

NOTE: You must **register with your legal name as it appears on the identification you plan to present at your appointment.** It is recommended that you use your Social Security Card as one form of identification.

- 10) Select the applicable information from the drop down menu in the **Additional Information** section.
- 11) Enter your applicable address information in order to locate a convenient fingerprinting location.
- 12) Click the FIND button.
- 13) Select a location and schedule an appointment.
- 14) You will then need to select a payment option and complete all of the applicable payment fields. **The Fingerprinting fee is \$49.00**
- 15) If you have any issues or questions regarding registration or your appointment, contact **Fieldprint Customer Service** at **(800) 799-1067** or at CustomerService@fieldprint.com. You may also select the "Contact Us" link on the website.