



PLEASE PRINT CLEARLY

Name \_\_\_\_\_

Date \_\_\_\_\_

Job Title \_\_\_\_\_

School/Location \_\_\_\_\_

HRBP Name \_\_\_\_\_

Registration # \_\_\_\_\_

Telephone # \_\_\_\_\_

Any fingers amputated/bandage \_\_\_\_\_

To schedule a fingerprinting appointment, please follow these simple instructions:

- 1. Visit www.fieldprintflorida.com.
2. Click on the "Schedule an Appointment" button.
3. Enter an email address under "New Users/Sign Up" and click the "Sign Up" button. Follow the instructions for creating a Password and Security Question and then click "Sign Up and Continue".
4. Select "I know my Fieldprint Code" and enter the code given to you by your employer. Please use the Fieldprint code checked below:

Applicant Pay (Credit Card)

- Checked: FPSDMCCertNonEmp
FPSDMCCertStaff
FPSDMCFdServTrans
FPSDMCMaintOp
FPSDMCSuppStaff
FPSDMCSubAll
FPSDMCSubTch

Client Pay (Payroll Deduction)

- FPSDMCCertStaffCP
FPSDMCFdServTransCP
FPSDMCMaintOpCP
FPSDMCSuppStaffCP
Vendor/Contractor
FPSDMCVendorBRep
FPSDMCVendors
FPSDMCVendorsCorp

- 5. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
6. At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification. (See Frequently Asked Questions for list of identifications accepted.)
7. If you have any questions or problems, you may contact our customer service team at 877-614-4364 or customerservice@fieldprint.com

INITIALS OF PERSON FINGERPRINTING \_\_\_\_\_

DATE \_\_\_\_\_