

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:

Fingerprint to be done at Saint Jerome

Parish Volunteer – FPAOMParishVolMobile
School Volunteer – FPAOMSchoolVolMobile
Parish Employee – FPAOMParishEmpMobile
School Employee – FPAOMSchoolEmpMobile

Fingerprints to be done at Another Location

Parish Volunteer – FPAOMParishVol
School Volunteer – FPAOMSchoolVol
Parish Employee – FPAOMParishEmp
School Employee – FPAOMSchoolEmp

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. Schedule Appointment.

11. Print out confirmation page and bring with you to appointment