# FIELDPRINT LIVESCAN FINGERPRINT APPOINTMENT INSTRUCTIONS

You will be required to enter your contact and demographic information.

You will be asked to provide other personal information required by the FDLE / FBI in order to process your Level 2 Live Scan Background Check.

You will be prompted to find a local scanning facility and to schedule an appointment. Payment arrangements will be requested. Instructions, maps, etc. for the facilities are provided online.

## FIELDPRINT INSTRUCTIONS ARE AS FOLLOWS:

- Log on to website
- Website www.fieldprintflorida.com
- Click 'Schedule an Appointment'
- Enter the '**Fieldprint Code**' based on categories written below.

| | **CATEGORY:** | **FIELDPRINT CODE:** |
|---|---|---|
| ☐ | **Volunteers (ALL)** | FPStAugustineVol |
| ☐ | **Vendors** – Plumbers, Electricians, Maintenance Companies, etc. that **periodically** access a location if Level 2 clearance is not certified by the employer. | FPStAugustineVol |
| ☐ | **Employees (Non School) –** Parish, Ministries, Agencies, Institutions | FPStAugustineNonEdu |
| ☐ | **ALL SCHOOL EMPLOYEES** – Faculty, Staff, Coaches, Contract Personnel | Registration through the *AHCA Care Provider Background Screening Clearinghouse* required |
| ☐ | Priest / Deacon / Seminarian / Consecrated Religious Orders (paid or unpaid) | Contact DOSA Safe Environment Office for Clergy/Religious code |

- Enter Personal Information and continue
- Demographics – i.e., citizenship, place of birth, etc.
- Address – Enter the location where you will be employed or volunteering
- Click on 'Continue' to complete the registration
- If assistance is required, please contact the Fieldprint Customer Service customerservice@fieldprint.com or by phone 877-614-4364

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