

## **FIELDPRINT LIVELSCAN 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](http://www.fieldprintflorida.com)
- Click 'Schedule an Appointment'
- Enter the 'Fieldprint Code' based on categories written below.

CATEGORY:		FIELDPRINT CODE:
<input type="checkbox"/>	<b>Volunteers (ALL)</b>	FPStAugustineVol
<input type="checkbox"/>	<b>Vendors</b> – Plumbers, Electricians, Maintenance Companies, etc. that <b>periodically</b> access a location if Level 2 clearance is not certified by the employer.	FPStAugustineVol
<input type="checkbox"/>	<b>Employees (Non School)</b> – Parish, Ministries, Agencies, Institutions	FPStAugustineNonEdu
<input type="checkbox"/>	<b>ALL SCHOOL EMPLOYEES</b> – Faculty, Staff, Coaches, Contract Personnel	FPStAugustineEdu Registration through the <i>AHCA Care Provider Background Screening Clearinghouse</i> required
<input type="checkbox"/>	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](mailto:customerservice@fieldprint.com) or by phone 877-614-4364