



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

1. Visit www.fieldprintflorida.com
2. Click the “Sign Up” button. Follow the instructions for creating an Account that includes a Password and Security Questions. Click Continue. Follow the instructions to verify your account.
3. **Enter the Fieldprint Code:**
 - **Enter the fieldprint code that is on your Charter School Authorization form**

Reason

A Fieldprint code is required to continue. If you don't have a Fieldprint code, please contact the employer or organization that sent you to this website.

Fieldprint Code*

4. Enter your personal demographic and contact information required.
5. **Charter School Drop Down Menu:**
 - **Choose the Charter School Number/Name that is on your Charter School Authorization form. If more than one school is on your authorization form, please choose one from the menu.**

Charter School Information

Charter (#-Name) from your Authorization Form*

Select one



6. Schedule a fingerprint appointment at the location of your choosing.
7. 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 2nd page).
8. If you do not bring two valid, unexpired, acceptable forms of ID, your appointment cannot be completed. The name provided for the appointment must match both forms of identification. The date of birth must be on the primary form of ID, and must match exactly as provided for the appointment.
9. If you do not show up for your appointment, or cancel your appointment within less than 24 hours of your scheduled date and time, you will be charged a rescheduling fee.
10. If you have any questions or problems or need to cancel appointment, you may contact the customer service team at 877-614-4364 or customerservice@fieldprint.com

What types of ID are accepted?

Two (2) forms of identification are required. At least one (1) of which must be a valid government-issued photo ID. The name provided for the appointment must match both forms of identification. The date of birth must be on the primary form of ID, and must match exactly as provided for the appointment.

Acceptable Primary IDs include:

State-Issued driver's license
State-Issued non-driver identity
U.S. Passport
Military Identification Card
Work Visa w/ Photo
Foreign Passport
DOD Common Access Card
Foreign Driver's License

Acceptable Secondary IDs include:

Bank Statement/Paycheck Stub
Utility Bill
Credit Card/Debit Card
Marriage Certificate
Birth Certificate
School ID w/ Photograph
Vehicle Registration/Title
Voter Registration Card
Draft Record
Social Security Card
Transportation Worker ID Credential (TWIC Card)
Certificate of Citizenship
Certificate of Naturalization
Native American tribal document
Permanent Resident Card (I-551)