

## **Live Scan Instructions:**

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

You will be asked to provide other personal information which is required by the FDLE / FBI in order to process your history screening 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, Inc.:**

If you have any questions about the scheduling process, please call 800-799-1067.

- Log on to [www.fieldprintflorida.com](http://www.fieldprintflorida.com) website
- Click on 'Schedule an Appointment'
- Enter the 'Fieldprint Code' based on categories written below.
- Enter Personal Information and continue
- Demographics – i.e., citizenship, place of birth, etc.
- Employer – Enter your location address

	<b>Category:</b>	<b>Fieldprint Code:</b>
<input type="checkbox"/>	<b>Volunteers (ALL)</b>	FPStAugustineVol
<input type="checkbox"/>	<b>Employees – School</b> (Teachers, Administration, Support Staff, After School Care, Cafeteria and Maintenance Staff)	FPStAugustineEdu
<input type="checkbox"/>	<b>Coaches – School</b> (paid or unpaid)	FPStAugustineEdu
<input type="checkbox"/>	<b>Contracted Personnel - School</b> (paid or unpaid) Catapult, Chamos Language Academy, Speech Therapy, SLA Management, Dance, Kiddie Sportz, Sous Chef, Engineering for Kids, Young Rembrandts, Spanish Instructors, Soccer Shots, Karate, etc.	FPStAugustineEdu
<input type="checkbox"/>	<b>Employees (Non School)</b> – Parish, Ministry, Agencies, Institutions	FPStAugustineNonEdu
<input type="checkbox"/>	<b>Vendors</b> – Plumbers, Electricians, Yard Maintenance etc. if clearance is not certified by the employer prior to being on parish/school property	FPStAugustineVol
<input type="checkbox"/>	Priest / Deacons / Seminarian / Consecrated Religious Orders (paid or unpaid)	FPStAugustineEmpClergy

- Click on 'Continue' to complete the registration