

LIVE SCAN 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 INC.

If assistance is required, you may contact the Fieldprint Customer Service at 1-800-799-1067 or by email at customerservice@fieldprint.com.

- Log on to website
- Click on www.fieldprintFlorida.com '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.
- Address – Enter the location where you will be employed or volunteering

CATEGORY:	FIELDPRINT CODE:
<input type="checkbox"/> Volunteers (ALL)	FPStAugustineVol
<input type="checkbox"/> Employees – School (Teachers, Administration, Support Staff, After School Care, Cafeteria and Maintenance Staff)	FPStAugustineEdu
<input type="checkbox"/> Coaches – School (paid or unpaid)	FPStAugustineEdu
<input type="checkbox"/> Contracted Personnel - School (paid or unpaid) Catapult, Speech Therapist, Spanish Instructors, Food Service Management companies, Maintenance companies that access school properties weekly, Engineering for Kids, Young Rembrandts, Dance, Soccer Shots, etc.	FPStAugustineEdu
<input type="checkbox"/> Employees (Non School) – Parish, Ministries, Agencies, Institutions	FPStAugustineNonEdu
<input type="checkbox"/> Vendors – Plumbers, Electricians, Maintenance Companies, etc. that periodically access a location if Level 2 clearance is not certified by the employer.	FPStAugustineVol
<input type="checkbox"/> Priest / Deacons / Seminarian / Consecrated Religious Orders (paid or unpaid)	FPStAugustineEmpClergy

- Click on 'Continue' to complete the registration