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

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.

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)