



PARISH EMPLOYEE REGISTRATION & SCHEDULING

Here is how to register online and schedule an appointment for fingerprints:

1. Visit www.fieldprintflorida.com.
2. Click on “Schedule Appointment”.
3. **Welcome to Fieldprint – Sign Up**
 - Click on “Sign Up”
4. **E-SIGN Consent Agreement**
 - Click “**I Agree**” on the Consent Agreement
5. **Create An Account**
 - A valid email address is needed for the registration
 - Create a username and password *
 - *Password must be a minimum of 8 characters long
 - Select the Security Questions – 3 questions – from the list provided
 - Click “Continue”

NOTE: Keep the login information - Username, Password and Security Question answers – saved in the case of returning to the website.

6. **Verify Account**
 - A “Fieldprint Account Verification” email with an 8-digit code is sent via email
 - Enter the 8-digit code to verify the account
 - Click “Complete Registration”
7. **Log in**
 - Enter your Username and Password
 - Click “Login”
 - Login confirmation by answering a pre-selected security question

- Click “Continue”

8. Reason

- Under Continue with Fieldprint Code, enter the code below:

FPAOMParishEmp

- Click “Continue with Fieldprint Code”

NOTE: All Fieldprint codes are CASE SENSITIVE

9. Personal Information

- All lines with an asterisk (*) must be filled out
- Please check for information accuracy – if there is any mistake (full legal name, social security #, date of birth, address, etc.) - the appointment cannot be completed.
- Click “Continue” at the bottom

9. Demographics

- All lines with an asterisk (*) must be filled out
- Please check for information accuracy – if there is any mistake with the information – it can affect the background check results.
- Click “Continue” at the bottom

10. Job Information

- Select the “Job Type” using the drop-down list
- Select a “Location” using the drop-down list
- Select a response to the question of “Are you under 18 years old?”

NOTE: Select a “Job Type” based on participation (i.e. Parish Secretary, Bookkeeper, Maintenance/Custodial Person, etc.).

11. Biometric Disclosure

A requirement of the Florida Department of Law Enforcement (FDLE), the state, that you are the same person who will be fingerprinted at the time of the appointment.

- Check the “I agree” box
- Type in “Your Full Name”

- Click “Continue”

12. FBI Noncriminal Justice Applicant’s Privacy Rights

A requirement of the State of Florida for you, the applicant, to have this information.

- Check the “I acknowledge.....” box
- Click “Continue”

13. FBI Privacy Statement and Privacy Notice

A requirement of the State of Florida for you, the applicant, to have this information.

- Scroll to the bottom and check the “I acknowledge...” box
- Click “Continue”

14. VECHS Waiver

A requirement of the State of Florida for you, the applicant, to have this information.

- All lines with an asterisk (*) must be filled out
- Check the “I agree” box
- Type in “Your Full Name”
- Click “Continue” at the bottom

15. Fieldprint Location

- The address entered on the Personal Information page will be automatically shown
- Click “Find”
- Select a location by clicking on “Find Availability”
- Make a selection under “Available Date” and “Available Time Slot”
- Click “Continue” at the bottom

16. Confirmation

- Appointment confirmation page should be printed and presented at the time of the appointment.
- An appointment confirmation email will also be sent.

Please be sure to present two (2) valid forms of identification.

(List attached for reference)

FIELDPRINT CUSTOMER SERVICE:

For any issues or questions, kindly contact the Fieldprint customer service team at (800) 799-1067 or at CustomerService@fieldprint.com.

Applicant may also select the “Contact Us” link on the website.



Acceptable Forms of ID from Fieldprint Fingerprinting Appointments

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

Identificación **Primarios** Aceptables incluyen:

Licencia de conducir emitida por el estado
Identificación de no conductor emitida por el estado
Pasaporte EE.UU
Tarjeta de Identificación Militar
Visa de Trabajo con Foto
Pasaporte Extranjero
Tarjeta de Acceso Común de Departamento de Defensa
Licencia de conducir Extranjero

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)

Identificación **Secundarios** Aceptables incluyen:

Extracto bancario/Talón de Pago
Factura de Servicios Públicos
Tarjeta de crédito/debito
Certificado de Matrimonio
Certificado de Nacimiento
Identificación Escolar con Foto
Registro de Vehículo/Título
Tarjeta de Registro de Votantes
Proyecto de Registro
Tarjeta de Seguro Social
Credencial de Identificación de los Trabajadores del Transporte (tarjeta TWIC)
Certificado de Ciudadanía
Certificado de Naturalización
Documento Tribal del Nativo Americano
Tarjeta de Residencia Permanente (I-551)