



## OFFICE OF CATHOLIC SCHOOLS FIELDPRINT REGISTRATION INFORMATION

### **FOR FLORIDA EDUCATOR CERTIFICATION ONLY**

Applicants for Florida Educator Certification must have an unexpired eligible Statement of Status of Eligibility (SOE) prior to scheduling an appointment.

#### **To schedule a fingerprinting appointment for Florida Educator Certification:**

- 1) Go to Fieldprint website at [www.fieldprintflorida.com](http://www.fieldprintflorida.com)
- 2) Click “Schedule An Appointment”.
- 3) In the Reason why you need to be fingerprinted screen; select the web link: **I know my Fieldprint Code.**
- 4) Please enter the following access code: FPAOMCertification the access code IS case sensitive.
- 5) Provide contact and demographic info. The information requested on the scheduling site is the information required by FDLE/FBI in order to process the criminal search.
- 6) From this point forward the website will prompt for the required information to find a local collection facility and schedule an appointment. Instructions, directions, maps, and photos will all be provided directly online.
- 7) There is a mandatory fee required from the Florida Department of Education
- 8) Please use correct SSN and date of birth or the report will not be valid
- 9) If there are any issues or questions, please contact the customer service team at (877) 614-4364 or at [CustomerService@fieldprint.com](mailto:CustomerService@fieldprint.com) or select the “Contact Us” link from the website.

#### **CAUTION:**

- Certification screening does not satisfy employment screening which has a different code.
- Employment screening does not satisfy Florida Department of Education requirements for background screening for certification

**Non-US citizen applicants must provide a copy of Employment Eligibility Form I-9 as indicated on their SOE evaluation statement.**