



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
- 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: FPAOMEmp
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 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.