



# SCHOOL VOLUNTEER REGISTRATION & SCHEDULING

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

1. Visit [www.fieldprintflorida.com](http://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:

FPAOMSchoolVol

- 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 a “Job Type” using the drop-down list
- Select the “School 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. Parent volunteer, Grandparent volunteer, 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](mailto: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)