

FAQ About Fingerprinting with Fieldprint

1. How do I schedule an appointment to have my fingerprints collected?

- www.fieldprintflorida.com
- Click “Schedule an Appointment” and you will be prompted to create a secure user account.
- Click on “I Know My Fieldprint Code” and you will be prompted to complete personal information. *(must have fieldprint code from Personnel Dept. before scheduling appointment)*
- Once this step is complete, you will be able to search for a fingerprinting location and schedule an appointment at a date and time most convenient for you!

2. What do I need to bring to my fingerprinting appointment?

- Two (2) forms of identification, at least one (1) of which must be a valid government issued ID.
- **Confirmation Page.**

3. Do I need to schedule an appointment?

- Yes, an appointment is required to be fingerprinted. Walk-ins are not accepted.

4. What personal information do I need to complete to register?

FDLE and FBI require the following demographic information to conduct a fingerprint-based background check:

1. Name
2. Alias (if any)
3. Country of Citizenship
4. Social Security Number
5. Date of Birth
6. City & State of Birth
7. Sex/Gender
8. Race
9. Height
10. Weight
11. Eye Color
12. Hair Color
13. Home Address
14. Work/Office Address
15. Phone Number
16. Email Address

5. How can I be sure that my personal information is protected during the fingerprinting process?

Fieldprint, Inc. is committed to safeguarding the privacy of the data we receive and process. For more in depth information regarding our privacy practices, please view our Privacy Policy, which is published on our website.

6. What types of ID are accepted?

Acceptable primary IDs include:

- State-Issued Driver's License
- State-Issued Non-Driver's License ID Card
- U.S. Passport
- Military Identification Card
- Work Visa with Photo

Acceptable secondary IDs include:

- Credit Card
- Bank Statement
- Electric Bill
- Birth Certificate
- Marriage Certificate
- Citizenship or Naturalization Certificate

7. What if I fail to show up for my appointment, or cancel in less than 24 hours?

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 of \$12.00.