



## Fingerprinting Requirements

**Thank you for your interest in completing field experience with the School District of Lee County! Prior to beginning in our schools, you must be fingerprinted and meet the District’s current hiring guidelines.**

**Fingerprinting Instructions**

**IMPORTANT NOTES:**

*It is highly recommended that you complete the fingerprinting process by August 15<sup>th</sup> in order to avoid any delays with beginning your field experience.*  
*Failure to follow the correct fingerprinting registration instructions may result in additional fees and delay in start date. If you are a current employee (guest teacher, paraprofessional, etc.) with the District, please email Ms. Johnson [melissaAJ@LeeSchools.net](mailto:melissaAJ@LeeSchools.net) to confirm if you are required to be fingerprinted.*

Step	Action
1	Click on <a href="http://www.fieldprintflorida.com/">http://www.fieldprintflorida.com/</a> to access the registration site.
2	Click the “Schedule An Appointment” button.
3	Enter your email address into the “New Users/Sign Up” section.
4	Click the “Continue” button.
5	Enter the applicable information into the “Sign Up” Section.
6	Click the “Continue” button.
7	You will then need to indicate the reason why you are being fingerprinted. Click the “I know my fieldprint code” link.
8	Enter the applicable fieldprint code indicated below in the “Insert Fieldprint Code Here” section. Please note that the code is case sensitive.  <b>Certified Employees</b> Fieldprint Code: FPSchoolLeeCoCert01 (Case Sensitive)
9	Enter the applicable data in the Personal Information and Demographic Information sections. Please note the information requested is required by the Florida Department of Law Enforcement (FDLE)/Federal Bureau of Investigation (FBI).  <b>NOTE: You must register with your legal name as it appears on the identification you plan to present at your appointment. It is recommended that you use your Social Security Card as one form of identification.</b>
10	Select the applicable information from the drop down menu in the Additional Information section.
11	Enter your applicable address information in order to locate a convenient fingerprinting location.
12	Click the FIND button.
13	Select a location and schedule an appointment.
14	You will then need to select a payment option and complete all of the applicable payment fields. The Fingerprinting fee is \$49.00
15	If you have any issues or questions regarding registration or your appointment, contact Fieldprint Customer Service at (800) 799-1067 or at <a href="mailto:CustomerService@fieldprint.com">CustomerService@fieldprint.com</a> . You may also select the “Contact Us” link on the website.



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### **Fingerprinting Frequently Asked Questions**

#### **Do I need to schedule an appointment for fingerprinting?**

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

#### **What is the fingerprinting cost?**

The fingerprinting fee is \$49.00.

#### **What types of payment are accepted?**

Credit Card (Visa, MasterCard, American Express, Discover) or Electronic Check

#### **What personal information do I need to complete my registration?**

#### **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

#### **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 Fieldprint, Inc. privacy practices, please view Fieldprint, Inc. Privacy Policy which is published on their website.

#### **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 photo ID and your appointment (registration) number.

#### **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:

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

#### **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 \$13.00.

To reschedule your appointment, please go to the Fieldprint website: <http://www.fieldprintflorida.com>.

To cancel your appointment without rescheduling, please contact Customer Service at (877) 614-4364 or [CustomerService@fieldprint.com](mailto:CustomerService@fieldprint.com).