

Live Scan Instructions:

You will be required to enter your contact information and demographic information.

You will be asked to provide other personal information which is required by the FDLE / FBI in order to process your history screening background check.

You will be prompted to find a local scanning facility and to schedule an appointment. Payment arrangements will be requested. Instructions, maps, etc. for the facilities are provided online.

Fieldprint, Inc.:

If you have any questions about the scheduling process, please call 800-799-1067.

- Log on to www.fieldprintflorida.com website
- Click on 'Schedule an Appointment'
- Enter the 'Fieldprint Code' based on categories written below.
- Enter Personal Information and continue
- Demographics – i.e., citizenship, place of birth, etc.
- Employer – Enter your location address

| Category: | Fieldprint Code: |
|---|-------------------------|
| <input type="checkbox"/> Employees – School (Teachers, Administration, Support Staff, After School Care, Cafeteria and Maintenance Staff) | FPStAugustineEdu |
| <input type="checkbox"/> Coaches – School (paid or unpaid) | FPStAugustineEdu |
| <input type="checkbox"/> Contracted Personnel - School (paid or unpaid) Catapult, Chamos Language Academy, Speech Therapy, SLA Management, Dance, Kiddie Sportz, Sous Chef, Engineering for Kids, Young Rembrandts, Spanish Instructors, Soccer Shots, Karate, etc. | FPStAugustineEdu |
| <input type="checkbox"/> Employees (Non School) – Parish, Ministry, Agencies, Institutions | FPStAugustineNonEdu |
| <input checked="" type="checkbox"/> Volunteers (ALL) | FPStAugustineVol |
| <input type="checkbox"/> Vendors – Plumbers, Electricians, Yard Maintenance etc. if clearance is not certified by the employer prior to being on parish/school property | FPStAugustineVol |
| <input type="checkbox"/> Priest / Deacons / Seminarian / Consecrated Religious Orders (paid or unpaid) | FPStAugustineEmpClergy |