



Laurens County Schools

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Mr. Clifford Garnto, Superintendent of Schools

Mr. Tim Passmore, Associate Superintendent/HR Director

PRE-EMPLOYMENT FINGERPRINT PROCEDURES

Please follow the step by step instructions below to complete your New Hire Fingerprint process. The applicant is responsible for all fees, creating their account, and requesting for approval to complete the process. **YOU MUST HAVE A VALID ACCOUNT REGISTERED PRIOR TO REPORTING TO THE FINGERPRINT SITE.**

Steps to Create an Account:

- Go to <https://fieldprintgeorgia.com>
- Select schedule appointment under the “For Individuals” tab.
- Select “Sign up” and agree to the “Disclosure/Consent Agreement.”
- Create an account then log in with username, password, and security question.
- Select the Agency Tile “Education Agencies.”
- Select Public School.
- Under Agency, select **Laurens County Board of Education**
- Select **School Employment, Public Schools, Continue.**
- Complete all fields in the personal and demographic information sections. (Please note that the name used on the registration must match the name on the form of ID taken to the fingerprinting site.)
- Acknowledge the Biometric Disclosure and the Privacy Rights Statement. Continue.
- Select **Submit Request to Review.** (Please email belindastanley@lchoe.net and request to be approved.)
- After your registration is approved by **Laurens County Board of Education** you will receive an email informing you to move forward with scheduling a fingerprint appointment. You have 180 days to be fingerprinted before your registration is canceled.

To schedule an appointment:

- Go to [Fieldprintgeorgia.com](https://fieldprintgeorgia.com)
- Under the “For Individuals” tab.
- Select “I have been approved by my Agency”
- Select **Log In under Returning User Login.**
- Find and select a fingerprint location, date and time. Continue.
- **Select your payment type, click continue to authorize payment.**
- You will receive confirmation details. Take appointment number and photo ID to the fingerprint site. (**Mail & More (Dublin) or Drug & Alcohol Testing of Georgia (Dublin)**)
- Please email Belinda Stanley (belindastanley@lchoe.net) once fingerprinting is complete.