

# THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FL

Human Resources  
Fingerprinting Department

## **STEP 2: Fieldprint -Fingerprinting Instructions**

**(Please be informed that you have two different sets of instructions/steps to complete in order to be in compliance with your fingerprinting process, kindly request don't alternate the order of the steps to follow).**

Please follow the attached fingerprint instructions for the **Fieldprint** payment process. You must schedule your fingerprint appointment online through **Fieldprint** and pay them for the fingerprint fee.

**Please make sure that you follow their instructions.**

## SDOC Fingerprinting Process

### INSTRUCTIONAL POSITIONS

- 1) Register for an appointment (see link and instructions below).
- 2) Schedule at a location near you, or at "Pack and Ship" 1209 W. Oak Street, Kissimmee.
- 3) Print out email confirmation with appointment date and time, or bring your appointment # and receipt of payment.
- 4) Bring your current Driver's License and Social Security Card. Name must match on both ID's.
- 5) You MUST wear a mask or face covering in order to visit "Pack and Ship" facilities. Otherwise, access will not be granted.

#### Instructions on setting a Fingerprinting appointment online:

1. Go to <https://fieldprintflorida.com/> to schedule your appointment.
2. Click on the purple button on the right that says "Schedule an Appointment".
3. On the left hand side under "New Users | Sign Up" enter your email address. Click "Sign Up".  
\*It is very important to enter a valid email address. Directions and a confirmation will be sent to this email address.\*
4. "Sign Up" page:
  - a. Enter a password following the password rules listed on the website.
  - b. Re-type your password.
  - c. Enter a security question.
  - d. Enter the answer to your security question.
  - e. Re-enter your email address.
  - f. Click "Sign Up and Continue".
5. "Reason for Fingerprinting" page:  
Fieldprint Code - Enter the following code exactly as shown: **FPOsceolaCountyInstructional**  
Click on "Continue".
6. "Personal Information" page:  
Enter your personal information:
  - a. First Name and Last Name are required. \*This must match your name exactly how it appears on your Social Security card and Driver's License.\*
  - b. Enter any other names or aliases you have used.
  - c. Enter your Social Security number.
  - d. Confirm you have entered your Social Security number correctly, then check the box.
  - e. Enter your home address, city, state, and zip code. (Do not use a P.O. Box)
  - f. Enter your date of birth.
  - g. Enter your phone number.
  - h. Re-enter your email address.
  - i. Select your preferred Contact Method.
  - j. Select appointment reminder via text or email.
  - k. Click "Save and Continue".

10. "Payment" page:

- a. This page confirms your Appointment date and time as well as the location. You have one last opportunity to reschedule the date or time of your appointment.
  - b. Fill out the payment information. The Fingerprinting fee is \$49.25. If you do not arrive for your appointment, you may be charged a fee.
  - c. Click "Make a Payment and Finish".
11. You will receive an email confirming your appointment location, date and time.

**\*\*IMPORTANT\*\***

- 1) You must bring 2 forms of Identification to your appointment: Current Driver's License and Social Security Card. These forms of ID must match the name on the appointment.
  - a. If you are a minor, please bring 2 forms of the following identification:
    - i. Primary ID: either a Florida ID card or a Passport.
    - ii. Secondary ID: either Social Security Card, Credit Card, or School ID with photo
- 2) Please bring the confirmation number of your appointment including the payment receipt of \$49.25 and the date/time of your appointment.
- 3) You must wear a mask or face covering in order to be fingerprinted.

If you have any questions on this process, or need assistance setting an appointment, please call Vanessa Marrero-Lopez at 407-343-8610 or Victoria Jenkins at 407-870-4091.