

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

SUPPORT STAFF 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: **FPOsceolaCountySupport**
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".

11. "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".
12. 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.