

## LIVE SCAN INSTRUCTIONS

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

You will be asked to provide other personal information required by the FDLE / FBI in order to process your Level 2 Live Scan 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 assistance is required, you may contact the Fieldprint Customer Service at 1-800-799-1067 or by email at customerservice@fieldprint.com.

- Log on to website
- Click on [www.fieldprintFlorida.com](http://www.fieldprintFlorida.com) '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.
- Address – Enter the location where you will be employed or volunteering

| CATEGORY:  | FIELDPRINT CODE:       |
|--|------------------------|
| <input type="checkbox"/> <b>Volunteers (ALL)</b>   | FPStAugustineVol       |
| <input type="checkbox"/> <b>Employees – School</b> (Teachers, Administration, Support Staff, After School Care, Cafeteria and Maintenance Staff)   | FPStAugustineEdu       |
| <input type="checkbox"/> <b>Coaches – School</b> (paid or unpaid)  | FPStAugustineEdu       |
| <input type="checkbox"/> <b>Contracted Personnel - School</b> (paid or unpaid)<br>Catapult Learning, RBT's, Speech Therapists, Spanish Instructors, Food Service Management companies, Maintenance companies that access school properties, Engineering for Kids, Young Rembrandts, Dance Instructors, Soccer Shots, Before/After School Care Programs, etc. | FPStAugustineEdu       |
| <input type="checkbox"/> <b>Employees (Non School)</b> – Parish, Ministries, Agencies, Institutions  | FPStAugustineNonEdu    |
| <input type="checkbox"/> <b>Vendors</b> – Plumbers, Electricians, Maintenance Companies, etc. that periodically access a location if Level 2 clearance is not certified by the employer.   | FPStAugustineVol       |
| <input type="checkbox"/> Priest / Deacons / Seminarian / Consecrated Religious Orders (paid or unpaid)   | FPStAugustineEmpClergy |

- Click on 'Continue' to complete the registration