



THE SCHOOL DISTRICT OF LEE COUNTY

2855 Colonial Boulevard, Fort Myers, Florida 33966 • (239) 337-8197 • Fax (239) 337-8689

Florida Department of Education Fingerprinting Services for Charter School Employees

All new employees must complete the fingerprinting requirement at one of the Fingerprinting Service Centers. Employees are required to register on-line for an appointment.

Fingerprinting Registration Instructions:

- 1) Click on <http://www.fieldprintflorida.com/> to access the registration site.
- 2) Click the "Schedule An Appointment" button.
- 3) Enter your email address into the "New Users/Sign Up" section.
- 4) Click the "Continue" button.
- 5) Enter the applicable information into the "Sign Up" Section.
- 6) Click the "Continue" button.
- 7) You will then need to indicate the reason why you are being fingerprinted. Click the "I know my fieldprint code" link.
- 8) Enter the applicable fieldprint code indicated below in the "Insert Fieldprint Code Here" section. **Please note that the code is case sensitive.**
 - a. Fieldprint Code for Certified Employees: **FPSchoolLeeCoCert01**
 - b. Fieldprint Code for Non-Certified Employees: **FPSchoolLeeCoNonCert2**
- 9) Enter the applicable data in the **Personal Information** and **Demographic Information** sections. *Please note the information requested is required by the Florida Department of Law Enforcement (FDLE)/Federal Bureau of Investigation (FBI).*
- 10) Select the applicable information from the drop down menu in the **Additional Information** section.
- 11) Enter your applicable address information in order to locate a convenient fingerprinting location.
- 12) Click the FIND button.
- 13) Select a location and schedule an appointment.
- 14) You will then need to select a payment option and complete all of the applicable payment fields. **The Fingerprinting fee is \$53.50. All payments are final once fingerprints are taken.**
- 15) If you have any issues or questions regarding registration or your appointment, please contact Customer Service at (800) 799-1067 or at CustomerService@fieldprint.com. You may also select the "Contact Us" link on the website.