

## REGISTRATION & SCHEDULING

Here is how to register online and schedule an appointment for fingerprints:

1. Open the internet browser and log onto [www.fieldprintflorida.com](http://www.fieldprintflorida.com).
2. On right hand side of screen, click “*Schedule an Appointment*”.
3. New Users or Existing Users screen
  - a. All applicants must continue through “New Users” to create an account with Fieldprint.
  - b. A valid email address/account is needed for the registration.

**NOTE:** On this page (top right hand corner), applicant can change the registration from English to SPANISH.

4. Sign Up screen
  - a. Create a password, security question and security question answer.
  - b. Re-type the email address used in previous screen.
  - c. And then click on “Sign Up and Continue”.
5. “Reason why you need to be fingerprinted” screen
  - a. Then click on I KNOW MY FIELDPRINT CODE which is located directly under the **red** words “Reason why you need to be fingerprinted”.
6. FIELDPRINT CODE screen
  - a. Entity (parish or school) is to provide the appropriate code for this step.
  - b. All Fieldprint codes are CASE SENSITIVE.
  - c. Entity has provided the below code to be used during your registration:

FPAOMSchoolVol

7. Personal Information screen

- a. The information requested on the scheduling site is the information required by FDLE/FBI in order to process the criminal search. This is the same information required to be completed by the applicant on “the old” ink hard cards.
- b. Screen 1 of Personal Information must be filled out completely so an accurate criminal background can be reached.
- c. Screen 2 of Personal Information must also be filled out completely.

8. Additional Information screen

- a. Select the “School Location” and “Job Type”

NOTE: Applicant will select a “job type” based on participation (i.e. Parent volunteer, Usher, etc.).

9. VECHS Waiver Agreement and Statement screen

A requirement of the Florida Department of Law Enforcement (FDLE).

- a. Must provide a response for all questions with an asterisk (\*).

10. Schedule Your Visit screen

- a. Under “Find a Location” the address has been automatically populated for the search
- b. Click “Find”

11. Locations

- a. It will present all locations ranging from the least distance to the farthest distance from the address presented in the search field

12. Schedule Appointment

- a. Select the location of choice by clicking “Schedule Appointment”
- b. A calendar will appear, select a date
- c. Click on “Get Available Times”
- d. Select a time from the drop down
- e. Click on “Schedule”

13. Final step is the Appointment Confirmation page with the date, time and location of the appointment.

Applicant will also receive an email confirmation of the appointment with all the information.

Printing of confirmation page is optional.

14. Applicant must present two (2) valid forms of identification:

- a. Valid State Driver's Licence or Valid State Identification Card
- b. US Passport or Foreign Passport
- c. Social Security card
- d. Credit Card
- e. Utility bill
- f. For more examples - list is provided on appointment confirmation page

### FIELDPRINT CUSTOMER SERVICE:

For any issues or questions, kindly contact the Fieldprint customer service team at (800) 799-1067 or at [CustomerService@fieldprint.com](mailto:CustomerService@fieldprint.com).

Applicant may also select the "Contact Us" link on the website.



**Archdiocese of Miami**  
**Myriam Leinweber**  
Background Check Coordinator  
9401 Biscayne Blvd  
Miami Shores, FL 33138  
  
(305) 762-1057 (voice)  
(305) 762-1083 (Fax)  
MLeinweber@theadom.org



**Archdiocese of Miami**  
**Erica Gutierrez**  
Background Check Coordinator  
9401 Biscayne Boulevard  
Miami Shores, FL 33138-2970  
  
(305) 762-1059 (voice)  
(305) 762-1083 (fax)  
egutierrez@theadom.org