



Registration Instructions

Step	Action
1.	Click on http://www.fieldprintflorida.com to access the registration site.
2.	Click the "Schedule an Appointment" button.
3.	Enter your email address in the "New Users/Sign Up" section. Please note that you may register with your personal or work email.
4.	Click the "Continue" button.
5.	Enter the applicable information in 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. <u>Please note that the code is case sensitive.</u> a. Fieldprint Code for Vendor <u>Fingerprinting and Badge</u> : FPLCBadgePrints b. Fieldprint Code for Vendor Replacement Badge Only: FPLeeCountyBadge (for badges that have been lost)
9.	Enter the applicable data in the "Personal Information" and "Demographic" 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.	Select a payment option and complete all of the applicable payment fields.
15.	Please email Maddy Rey at MadelineG@LeeSchools.net when you have been printed to request your badge. Badges may be picked up from the Human Resources Department: Monday – Friday 8:00-12:30 and 1:30-4:00
16.	If you have any issues or questions regarding registration or your appointment, please contact Customer Service at (888) 472-8918 x 2440 or CustomerService@fieldprint.com . You may also select the "Contact Us" link on the website. If you have questions regarding fingerprinting policies and procedures, please contact Maddy Rey at (239) 939-6335 or MadelineG@LeeSchools.net .