

DIRECTIONS FOR FINGERPRINT PAYMENT REGISTRATION

DUVAL COUNTY PUBLIC SCHOOL VENDORS – Fieldprint Code FPDCPSV

ACCESS THE WEBSITE: <https://florida.fieldprint.com/User/SignIn?ReturnUrl=%2f>

Or go to <https://florida.fieldprint.com>

This registration screen will appear:

The screenshot shows a web browser window with the URL <https://florida.fieldprint.com/User/SignIn?ReturnUrl=%2f>. The page features the Fieldprint logo and a navigation bar with 'English' and 'Español' options. A 'Need More Help? Frequently Asked Questions' link is visible. The main content area is divided into two columns: 'New Users | Sign Up' and 'Existing Users | Sign In'. The 'New Users' section includes a text box for 'Email address:' and a 'Sign Up' button. The 'Existing Users' section includes text boxes for 'Email address:' and 'Password:', a 'Sign In' button, and a 'Forgot Password?' link. A disclaimer at the top states: 'This is a restricted computer system. It is for authorized use only. Use of this system constitutes consent to security monitoring and auditing. Unauthorized or improper use of the system is prohibited and may be subject to criminal and/or civil penalties.' At the bottom, there are links for 'Terms & Conditions', 'Privacy Statement', and 'Don't see any buttons?'. The copyright notice '© Copyright 2009-2015. Fieldprint, Inc.' is also present.

Need Help?

customerservice@fieldprint.com

1-877-614-4364 toll free

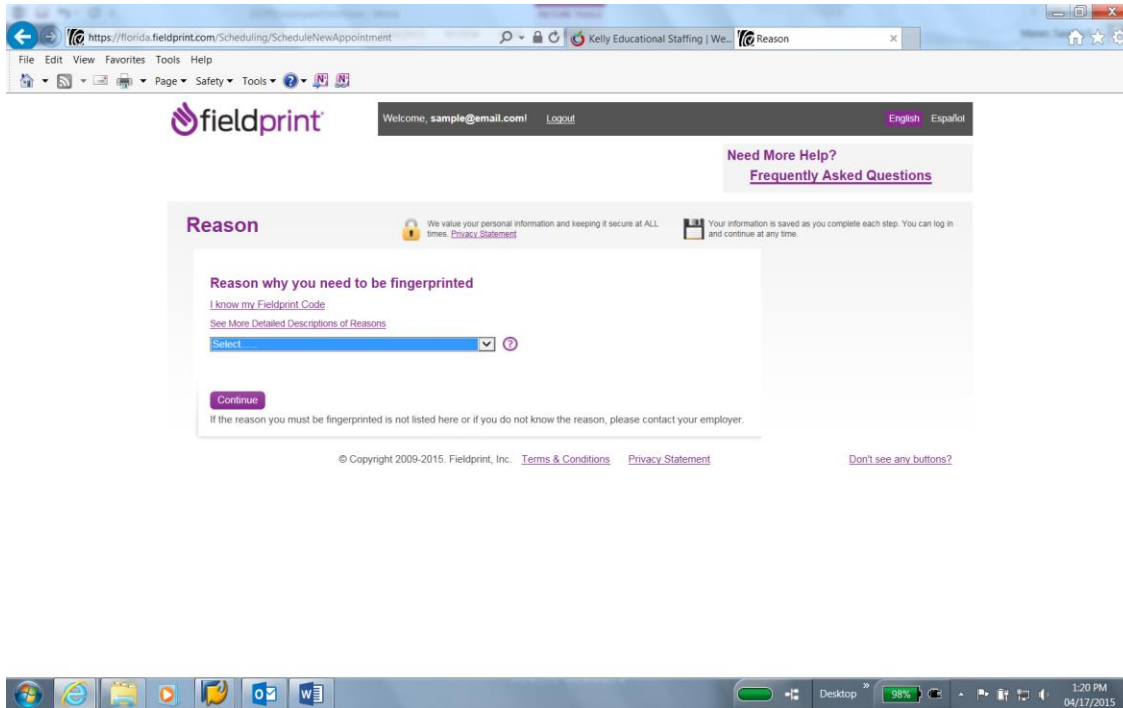


If you are a **New User**, enter your E-mail and Click “Sign Up.” Follow the directions to establish your password, security questions, and contact information.

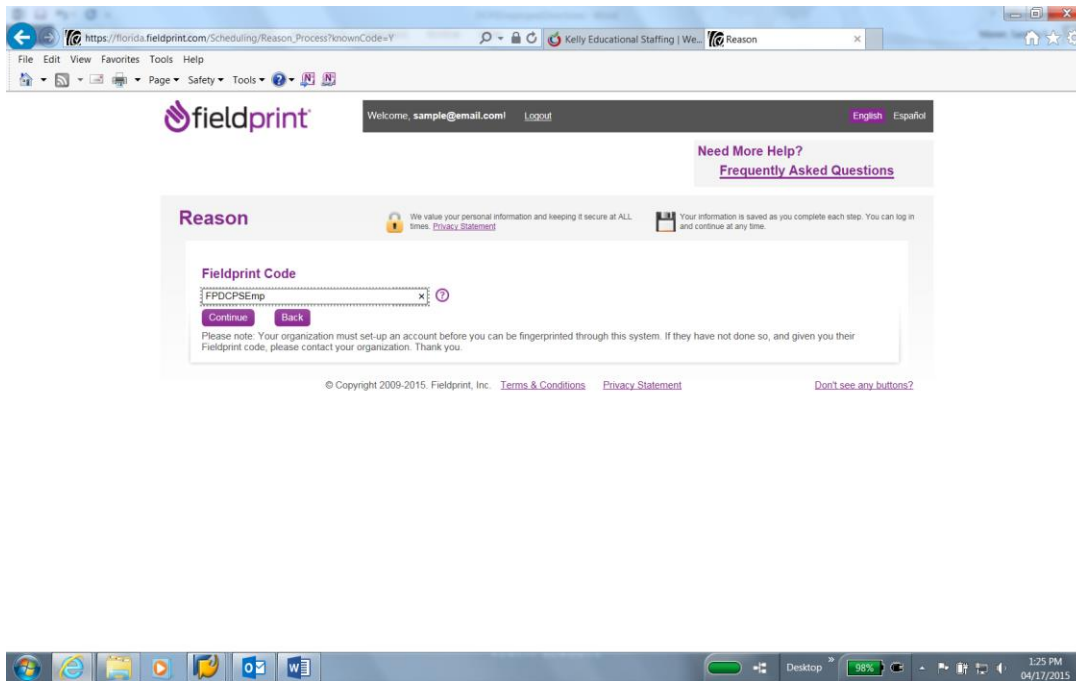
This screenshot is identical to the previous one but shows the 'New Users | Sign Up' section with an example email address 'example@yahoo.com' entered in the 'Email address:' field. The 'Sign Up' button is highlighted. The rest of the page, including the 'Existing Users | Sign In' section and the disclaimer, remains the same.



Next, choose "I know my Fieldprint Code".



Enter **FPDCPSV** in the Fieldprint Code box, and click "**Continue**".



Enter **Personal Information**. ***Important: Please enter your **LEGAL** name and ensure **birthdate** and **Social Security Number** are entered correctly!

Enter **Demographics**.

Enter **Additional Information**.

Enter **Employer Information**.

Next you will **Schedule Your Visit**. This allows you to enter your home address or another address to find the nearest fingerprint capture location.

Enter **Payment Information**. The fee is **\$85.25** and can be paid by credit/debit card or electronic check only. (No money orders)

NOTE: Entry errors made during your registration process cannot be corrected once your prints are captured. Any errors made in your entries must be corrected through the modification process BEFORE you are fingerprinted. If errors are discovered after the prints are captured/submitted, it is YOUR responsibility to register again and to reprint at YOUR EXPENSE.

Confirmation Page

You will receive a confirmation page when the transaction is complete. Please print and bring the confirmation page with you to your scheduled setup appointment. **Please note the two forms of identification required to be presented when you are fingerprinted.**

fieldprint Welcome, ITTechDiva! Logout English Español

1 Data Collection 2 Time and Location 3 Confirmation

Confirmation

Registration # 1870230 for test test is scheduled for:
May 29, 2015 at 10:10 AM

You must print this appointment confirmation and bring it with you to your appointment.

Your appointment information will also be emailed to you for additional reference. If an email is not received within one hour, please contact Fieldprint® at 877-614-4364.

Your Appointment Location
Fieldprint Site - Marlton, NJ
400 Lippincott Drive Suite 115
Marlton, NJ 08053

Please note: Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.

Please call us at 800-798-1087 to raise your experience. We would appreciate feedback on your appointments and our site.

If you decide to reschedule your appointment in the future, please return to fieldprint.com, sign in as an existing user, and click on the red Reschedule link to make a new appointment.

What identification to bring?
You must print this appointment confirmation and bring it with you to your appointment.

You must bring two forms of identification. At least one form has to be a picture ID from the Picture ID list below and the second has to be from the Secondary ID list. The site technician will use the ID's to confirm your identity, but will not photocopy your ID's for any purpose.

If you do not bring two valid, unexpired, acceptable forms of ID, your appointment cannot be completed. The name provided for the appointment must match both forms of identification and the date of birth must be on the primary form of ID, and must match exactly.

Picture ID:

- State-issued drivers license
- State-issued non-driver identity
- U.S. passport
- Military Identification Card
- Work Visa w/ Photo
- Foreign Passport
- DOD Common Access Card
- Foreign Drivers License

Secondary ID:

- State-issued drivers license
- State-issued non-driver identity
- U.S. passport
- Military Identification Card
- Social Security Card
- Bank Statement/Paycheck Stub
- Utility bill
- Credit card
- Marriage Certificate
- Vehicle Registration/Title
- State Government Issued Certificate of Birth
- School ID w/ Photograph
- Voter Registration Card
- Draft Record
- Native American Tribal Document
- Transportation Worker Identification Credential (TWIC Card)
- Foreign Passport
- Certificate of Citizenship
- Certificate of Naturalization
- INS I-551 Resident/Allen Card
- INS I-688 Temporary Resident Identification Card

Rescheduling Your Appointment
If you need to reschedule your appointment, please click on the link below or call 877-614-4364. Please do not contact the collection site directly for all scheduling is handled by Fieldprint. Please note that once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.

[Reschedule Appointment](#)

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