

Schools - Live Scan Instructions:

Fieldprint

IMPORTANT: Diocesan policy requires that all employees and volunteers, regardless of age, successfully complete a criminal background check *prior to* reporting to work or for volunteer service with children. If the employee / volunteer will be in contact with children in a diocesan childcare center, elementary school or high school, the employee or volunteer is required to attend a session of Protecting God’s Children *prior to* beginning work or volunteer service. **NO EXCEPTIONS.**

School employees and individuals who receive compensation of any kind, regardless of age, must be screened using the educator access (ORI) code. **Fieldprint Code – FPStAugustineEdu**

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

You will be asked to provide other personal information which is required by the FDLE /FBI in order to process your criminal 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 you have any questions about the scheduling process, please call 800-799-1067.

- Log on to www.fieldprintflorida.com website
- Click on ‘Schedule an Appointment’
- Follow instructions for ‘New User Sign Up’ – Click on ‘Sign Up’
- Select ‘I Know My Fieldprint Code’
- Click on ‘Continue’
- In the Fieldprint Code box enter the appropriate code from the list below:
(Codes are case sensitive.)

Fieldprint Code

| | | | |
|--------------------------|--|-----------------------|---|
| <input type="checkbox"/> | Employees – Educators, school staff, any individual who receives direct compensation of any kind and in any form such as coaches, after school employees and after school resource personnel such as music lessons, karate classes, etc. | FPStAugustineEdu | \$50.75 |
| <input type="checkbox"/> | Volunteers | FPStAugustineVol | \$43.50 |
| <input type="checkbox"/> | Vendors ... as an example plumbers, electricians, etc. if clearance not certified by the employer prior to being sent to the school | FPStAugustineVol | \$43.50 |
| <input type="checkbox"/> | Teacher Certification Candidates | FPStAugustineDOECert2 | Contact the Office of Educational Services at the Catholic Center |

- Click on ‘Continue’