



Name \_\_\_\_\_

Date \_\_\_\_\_

Job Title \_\_\_\_\_

Location \_\_\_\_\_

To schedule a fingerprinting appointment, please follow these simple instructions:

1. Visit [www.fieldprintflorida.com](http://www.fieldprintflorida.com).
2. Click on the “Schedule an Appointment” button.
3. Enter an email address under “New Users/Sign Up” and click the “Sign Up” button. Follow the instructions for creating a Password and Security Question and then click “Sign Up and Continue”.
4. Select **“I know my Fieldprint Code”**
5. **Please use the Fieldprint code provided below:**

**Vendor/Contractor**

FPSDMCVendors

6. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing. **Please Include the Name of your Company or Organization.**
7. At the end of the process, print the Confirmation Page. **Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.** (See Frequently Asked Questions for list of identifications accepted.)
8. If you have any questions or problems, you may contact our customer service team at 877-614-4364 or [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com).

PLEASE NOTE:

- Appointments are required and it is imperative the appointment be kept. **No shows, will be charged additional fees.** Appointments can be rescheduled or canceled up to 24-hours prior to the scheduled appointment.
- Mastercard, American Express, Discover and Visa are acceptable means of payment. The cost is \$80.
- Two forms of identification must be brought to the appointment, one of which must be a valid government-issued photo ID
- In Bradenton, Fieldprint is located at 5726 Cortez Road West, Bradenton, FL (**Inside the UPS Store**) and the hours of operation are 9:00 a.m. through 4:30 p.m. Monday through Friday. In Sarasota, Fieldprint is located at 2116 Bee Ridge Road, Sarasota, FL (**Inside Cooper Enterprises**) and the hours of operation are 8:00 a.m. – 5:30 p.m. Monday through Friday and on Saturday from 9:00 a.m. – 3:00 p.m. For other locations, please go to [Fieldprintflorida.com](http://Fieldprintflorida.com).