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

1) Fill out the form 'Fingerprints - Personal Information Form.'

2) Visit www.fieldprintflorida.com.

3) Click on the "Schedule an Appointment" button.

4) 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".

5) Select "I know my Fieldprint Code" and enter one of the following:

   (DO NOT SELECT FROM THE DROP DOWN MENU)

Services Required	Fieldprint Code to use
Vendor Badge Only	FPNassauVendorBadge
Vendor Fingerprinting and Badge:	FPNassauVendorBPrints

6) Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.

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.

8) If you have any questions or problems, you may contact the Fieldprint customer service team at 877-614-4364 or customerservice@fieldprint.com.

9) Fax the form 'Fingerprints - Personal Information Form' to Nassau County School Board, Jessica Lunsford Act/Clearance and Badging at 904-277-9031.