Go to Nassau County School District’s website:  [http://www.nassau.k12.fl.us](http://www.nassau.k12.fl.us)

Under the top tab, “Departments & Programs”, choose “Administrative Services”, then “Jessica Lunsford Act.”

If you have already been fingerprinted in another Florida school district and are requesting placement in Nassau County Schools, open the link entitled [Previously Fingerprinted](#) and follow all instructions.

If you have not been previously fingerprinted by Nassau County Schools (or any other Florida school district) open the link entitled [Fingerprinting Needed](#)

* Open, print, and then fill out the Personal Information Form, which includes the information you will fill out when scheduling a fingerprinting appointment.

* Go to [www.fieldprintflorida.com](http://www.fieldprintflorida.com) to schedule a fingerprinting appointment.

* Once you have made an appointment to be fingerprinted, you must fax the form to the following number: 904-277-9031, Attention Cynthia Williams, Nassau County School Board.

To schedule a fingerprinting appointment, please follow these instructions:

1. Fill out the form ‘Fingerprints - Personal Information Form.’


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:

<table>
<thead>
<tr>
<th>Services Required</th>
<th>Fieldprint Code to use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor (or Intern/Pre-intern/Field Exp. Students) Badge Only: (Use this code if you were previously fingerprinted in another FL county.)</td>
<td>FPNassauVendorBadge</td>
</tr>
<tr>
<td>Vendor (or Intern/Pre-intern/Field Exp. Students) Fingerprinting and Badge: (Use this code if you have never been fingerprinted.)</td>
<td>FPNassauVendorBPrints</td>
</tr>
</tbody>
</table>

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, please contact Fieldprint Florida’s customer service team at 877-614-4364 or [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com).