

Go to Nassau County School District's website: <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 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.’
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:

Services Required	Fieldprint Code to use
Vendor (or Intern/Pre-intern/Field Exp. Students) Badge Only: <i>(Use this code if you were <u>previously fingerprinted in another FL county.</u>)</i>	FPNassauVendorBadge
Vendor (or Intern/Pre-intern/Field Exp. Students) Fingerprinting and Badge: <i>(Use this code if you have <u>never been fingerprinted.</u>)</i>	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, please contact Fieldprint Florida’s customer service team at 877-614-4364 or customerservice@fieldprint.com.**

Full-time Interns Only:

Full-time interns who have been accepted for placement in Nassau County should contact Mark Durham, Executive Director of Administrative Services at 904-491-9906 to obtain a Nassau County Intern badge.