

Schools – Criminal Background Check and Live Scan Instructions:

This is a **two (2) step process**. Until both segments have been completed, the criminal background check results will not be released to the submitting school.

- 1) Original Diocesan Criminal Background Check form turned in to Annunciation
- 2) Successfully clear a Level 2 electronic fingerprint Live Scan

IMPORTANT: If you are, or will be, an **employee** in a school (including working as a substitute teacher, an extended day employee, a coach, construction site worker etc.), the Jessica Lunsford Act requires that you are screened using the 'Employees – Educators and School Staff' or the 'Contracted Personnel – Schools' code when submitting your fingerprints. **Fieldprint Code – FPStAugustineEdu**

Everyone will be required to enter contact information and demographic information.

Everyone will be asked to provide other personal information which is required by the FDLE /FBI in order to process the 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 and School Staff	FPStAugustineEdu
<input type="checkbox"/>	Teacher Certification Candidates	FPStAugustineDOECert2
<input type="checkbox"/>	Contracted Personnel - Schools	FPStAugustineEdu
<input type="checkbox"/>	Volunteers	FPStAugustineVol
<input type="checkbox"/>	Vendors	FPStAugustineVol

- Click on 'Continue'