SCHOOL VOLUNTEER
REGISTRATION & SCHEDULING

Here is how to register online and schedule an appointment for fingerprints:

1. Open the internet browser and log onto www.fieldprintflorida.com.

2. On right hand side of screen, click "*Schedule an Appointment*".

3. **New Users or Existing Users screen**

   - All applicants must continue through "New Users" to create an account with Fieldprint.

   - A valid email address/account is needed for the registration.

   NOTE: On this page (top right hand corner), applicant can change the registration from English to SPANISH.

4. **Sign Up screen**

   - Create a password, security question and security question answer.

   - Re-type the email address used in previous screen.

   - And then click on "Sign Up and Continue".

5. **"Reason For Fingerprinting" screen**

   - "Fieldprint Code" is located directly under the words "Reason For Fingerprinting"

   - All Fieldprint codes are CASE SENSITIVE.

   - The school has provided the below code to be used during your registration:

   FPAOMSchoolVol

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6. **Personal Information screen**

- The information requested on the scheduling site is the information required by FDLE/FBI in order to process the criminal search. This is the same information required to be completed by the applicant on "the old" ink hard cards.

- <u>Screen 1 of Personal Information</u> must be filled out completely so an accurate criminal background can be reached.

  - ==Please check for information accuracy – if there is any mistake (date of birth, name, address, etc.) - the appointment cannot be completed.==

- <u>Screen 2 of Personal Information</u> (referred to as Demographics) must also be filled out completely.

  - ==Please check for information accuracy – if there is any mistake (date of birth, name, address, etc.) - the appointment cannot be completed.==

7. **Additional Information screen**

- Select the "School Location"

    i. Scroll through the list and select the school you will be volunteering with

- Select the "Job Type"

  <u>NOTE:</u> Applicant will select a "job type" based on participation (i.e. Parent volunteer, Grandparent volunteer, etc.).

- Select a response to the question of "Are you under the age of 18?

8. **VECHS Waiver Agreement and Statement screen**

  A requirement of the Florida Department of Law Enforcement (FDLE).

- Must provide a response for all questions with an asterisk (*).

9. **Schedule Your Visit screen**

- Under "Find a Location" the address has been automatically populated for the search

- Click "Find"

10. **Locations**

- It will present all locations ranging from the least distance to the farthest distance from the address presented in the search field

11. Schedule Appointment

- Select the location of choice by clicking "Schedule Appointment"

- A calendar will appear, select a date

- Click on "Get Available Times"

- Select a time from the drop down

- Click on "Schedule"

12. Final step is the Appointment Confirmation page with the date, time and location of the appointment.

Applicant will also receive an email confirmation of the appointment with all the information.

Printing of confirmation page is optional.

13. Applicant must present two (2) valid forms of identification:

- Valid State Driver's License or Valid State Identification Card

- US Passport or Foreign Passport

- Social Security card

- Credit Card

- Utility bill

- For more examples - list is provided on appointment confirmation page

FIELDPRINT CUSTOMER SERVICE:

For any issues or questions, kindly contact the Fieldprint customer service team at (800) 799-1067 or at CustomerService@fieldprint.com.

Applicant may also select the "Contact Us" link on the website.

Archdiocese of Miami

Myriam Leinweber
Background Check Coordinator
9401 Biscayne Blvd
Miami Shores, FL 33138

(305) 762-1057 (voice)
(305) 762-1083 (Fax)
MLeinweber@theadom.org

Archdiocese of Miami

Erica Gutierrez
Background Check Coordinator
9401 Biscayne Boulevard
Miami Shores, FL 33138-2970

(305) 762-1059 (voice)
(305) 762-1083 (fax)
egutierrez@theadom.org