

ALACHUA COUNTY PUBLIC SCHOOLS CONTRATOR FINGERPRINTING PROCEDURES

1. Visit www.fieldprintflorida.com. (NOTE: Alachua County Schools is no longer doing its own fingerprinting.)
2. Click the red "Schedule an Appointment" button.
3. Enter an email address under "New Users/Sign Up" and click the "Sign Up" button. Follow the instructions for creating a Password and a Security Question, and then, click "Sign Up and Continue".
4. Under "Reason why you need to be fingerprinted", click on "I know my Fieldprint Code". On the page that opens, enter one of the following codes:

If you have a badge that is current (has not expired): **FPAalachuaCountyBadge**
(The cost is \$10.00, and this gets you only the State Badge.)

If you are a new official or your current badge has expired: **FPAalachuaBadgePrints**
(The cost is \$86.50, and this is for fingerprinting and the State Badge.)

5. Enter all of the required personal information.
6. You will be asked about who is sending you for fingerprints. There is single box on one of the pages, and it would be appropriate to enter "**SBAC**". The next page asks for the contact information. This is what can be entered since we are being fingerprinted for the school system.

Alachua County Public Schools (Attn: Laurie Hanson)
620 East University Avenue
Gainesville, FL 32601
(352) 955-7715

7. Select the location of your appointment. There is only one location in Gainesville.

Fieldprint Site - The UPS Store #2715
5745 SW 75th Street
Publix Shopping Center
Gainesville, FL 32608
(352) 395-7447

(NOTE: There are locations in Ocala and The Villages, but your badge will be sent to Alachua County Public Schools if you use the above codes)

8. You will be required to pay with a credit/debit card.
9. At the end of the process, print the **Confirmation Page**. Take the Confirmation Page with you to your appointment, along with two valid forms of identification. At least one form of ID must be a valid, government issued photo ID such as a driver's license.
10. Please note that you will NOT receive your State Badge at this appointment. Your badge will be sent to Laurie Hanson at Alachua County Public Schools. She will contact you, and you must go pick up your badge from her. If for some reason you are denied a badge, you will also be contacted.