

## **Scheduling Fingerprint Appointments**

Please schedule a Fingerprint appointment with Fieldprint at [www.fieldprintflorida.com](http://www.fieldprintflorida.com).

Fieldprint offices are located throughout Central Florida and are also offered in all 50 states. You may choose any location for your convenience.

The attached document explains how to schedule your appointment. Please use the following Fieldprint code when scheduling your appointment:

**Fieldprint Code: PCPSContractedVendors**

Pre-Employment Services will need to know who is being fingerprinted. Please use the attached form for each person being printed and send to [Pre-Employment@polk-fl.net](mailto:Pre-Employment@polk-fl.net) for clearance.

**There will be a \$10 Money Order/Cashier's Check for each badge payable to Polk County School Board**



To schedule a fingerprinting appointment, please follow these simple instructions:

1. Visit [www.fieldprintflorida.com](http://www.fieldprintflorida.com).
2. Click on the “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 Security Question and then click “Sign Up and Continue”.
4. Select “I know my Fieldprint Code” and enter the code given to you by your employer/service provider or select “Enter Fieldprint Code” from the drop-down menu and enter the code.
5. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
6. 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.
7. If you have any questions or problems, you may contact our customer service team at 877-614-4364 or [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com).



## Demographic Form

### Polk County Public Schools

**Form must be completed electronically & emailed to  
 hrcenter@polk-fl.net  
 FieldPrint Appointment Date:**

<b>First Name:</b>	
<b>Last Name:</b>	
<b>Suffix:</b>	
<b>*Social Security Number:</b>	
<b>Date of Birth:</b>	
<b>Gender:</b>	Male      Female
<b>Street:</b>	
<b>City:</b>	
<b>Zip:</b>	
<b>Primary Phone Number:</b>	
<b>Email: (Required)</b>	
<b>Race:</b>	Asian      Black or African American  Native Hawaiian or other Pacific Islander  White
<b>Ethnicity:</b>	Hispanic      Non-Hispanic
<b>U.S. Citizen</b>	Yes      No
<b>Title:</b>	SLP      OT      PT      Other: _____ <b>**Vendor</b> Student/Intern
<b>Reason for fingerprinting: (ex. Company, College or Location)</b>	

\*Polk County Public Schools collects your Social Security number for the following purposes: Identification and verification, employment qualification & state reporting to the Department of Education. Social Security numbers are also used as a unique numeric identification within some of our systems and may be used for search purposes.

\*\*JLA Information follow link: <https://polkschoolsfl.com/jessicalunsfordact/> This information is for contractors and vendors only.

**HR USE ONLY BELOW LINE**

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Fingerprints Cleared      Yes      No      Date: \_\_\_\_\_      Senior Tech \_\_\_\_\_

Badge Printed/Delivered      Yes      No      Date: \_\_\_\_\_      PA \_\_\_\_\_