

VECHS Finger Printing

Here is how to schedule your fingerprinting appointment:

1. Log onto the www.fieldprintflorida.com website to schedule your appointment.
2. You will create a secure username/password to enter the system. Password must be at least 8-16 characters long and contain 1 capitol letter, 1 lower case letter, 1 number and 1 special character (!@#%\$*) may not contain the word "password". Password is case sensitive.
3. Reason why you need to be fingerprinted is: FL-DCF/VECHS
4. Use the provided Fieldprint Code to gain access to the online scheduling tool:

PLEASE CONTACT SCHOOL OFFICE FOR THIS UNIQUE ACCESS CODE

Please note the access code IS case sensitive.

5. Provide your Personal and Demographic Information. The information requested on the scheduling site is the information required by the FDLE/FBI in order to process the criminal search. Employer would be the place you will be working or volunteering within the Diocese. If you do not know the address or phone of the site, enter your home address and number again.
6. Schedule your fingerprint time you would like to have and select a location. Make your appointment. If you need to change or cancel appointment, please do so before 48 hours of your appointment time. Not cancelling or not showing for your appointment will incur you a \$15.00 fee.
7. If you have any issues or questions, you may contact our customer service team at (800) 799-1067 or at CustomerService@fieldprint.com. You may also contact Kristin White at (850) 243-8913 or kristin.white@saintmaryschool.net
8. Please print the appointment confirmation number or write this number down and bring it with you to the fingerprint site. Also, bring two forms of ID, one being a photo ID.