

Duval County Public Schools

Directions for Fingerprint Registration — Vendors and Contractors

Applicant Waiver Agreement and Statement: For Criminal History Record Checks

Completion of fingerprint imaging for Duval County Public Schools employment process is an agreement to allow submission of a set of fingerprints to the Florida Department of Law Enforcement (FDLE) for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to you. Pursuant to Title 28, Code of Federal Regulations (CFR), Sections 16.30–16.34, you may be able to receive any national criminal history record that pertains to you directly from the Federal Bureau of Investigation (FBI) and could then freely disclose any such information to whomever you choose.

Fingerprints may be retained at FDLE and the FBI for the purpose of providing any subsequent arrest notifications. Upon request, a copy of the criminal history record report if any may be provided to you and you are entitled to challenge the accuracy and completeness of any information contained in any such report. The procedures for obtaining a change, correction, or updating of the FDLE or FBI criminal history are set forth in F. S. 943.056 and Title 28, CFR, Section 16.34. Prompt determination as to the validity of your criminal history record challenge may be obtained before making a final decision about status as an employee, volunteer, contractor, or subcontractor.

Before registering, please confirm with your potential employer that you have been entered into the **Clearinghouse**, so your fingerprint results will be properly routed.

Your verification code

Service	Vendors and Contractors
Verification or Prepaid Code	DCPSCONT

This code is for **Vendors and Contractors only**. If you were given a different document, use the code printed on that one. The wrong code will be refused.

1. Go to the website

<https://applicantsservices.com/DCPS>

(or type **applicantsservices.com/DCPS** in your browser address line)

2. Choose your service

Click **Fingerprinting and Badge** under **Vendors and Contractors**.

[Contact Us](#)
[Logout](#)

[Get Fingerprinted](#)
[Live Scan Locations](#)
[Transaction History](#)
[Reschedule Appointment](#)
[My Account](#)

Duval County Public Schools Background Screening and Badging

Level 2 screening for District employees, vendors, contractors and volunteers, submitted to the Florida Department of Law Enforcement.

VISITOR MANAGEMENT · 271-012

Employees and Volunteers

Level 2 fingerprint screening submitted to FDLE. Choose the code the District gave you. No badge is issued on these services.

Certificated Employee (Coming soon)

Non-Certificated Employee (Coming soon)

Volunteer (Coming soon)

HUMAN RESOURCES · 271-001

Instructional Vendors

Fingerprinting and photograph for a District badge, captured on site at the District. Badge Only is for vendors already cleared: a photograph is taken, no fingerprints.

Fingerprinting and Badge

Badge Only (Coming soon)

VENDORS · 271-002

Vendors and Contractors

Fingerprinting and photograph for a Florida Public Schools Contractor badge. Badge Only is for contractors already cleared: a photograph is taken at the [Click here](#) prints.

Fingerprinting and Badge

Badge Only (Coming soon)

Not sure which to choose? Each service is separate. None of them carries over a photograph, fingerprint or clearance from another. If you are a vendor, your District liaison will tell you which one applies to you before you register.

How it works

- Choose your service above and register.
- Enter the information necessary, schedule your appointment and pay. All fees are paid by the applicant, contractor or vendor.
- Bring valid photo identification to your appointment at the location you selected.
- Your fingerprints are submitted to FDLE and processed through the Florida Clearinghouse.
- The District reviews your result and, where a badge applies, issues it.

What to bring

A current, government-issued photo ID and your appointment confirmation. You will be photographed at your appointment if your service includes a badge.

Need help?

See our [frequently asked questions](#), find a [Live Scan location](#), or [contact us](#).

Frequently Asked Questions (FAQ)

How Much Does the Transaction Cost?

What Do I Bring to the Live Scan Fingerprinting Session?

Choose the card headed VENDORS · 271-002. Each service is separate — none of them carries a photograph, fingerprint or clearance over from another. If you are not certain this is your service, stop and ask your District liaison before you register.

3. Create an account or sign in

New applicants register with an email address and password. A verification email is sent to that address, so use one you can open. If you already have an account, sign in with it.

When the **Verification or Prepaid Code** box appears, type **DCPSCONT** and press **Next**. The code is not case-sensitive.

How to read the form

Your registration runs through **10 numbered steps**. Each one opens in turn; you complete it and press **Next**.

What you see	What it means
Yellow field	Mandatory. You cannot continue until it is filled in.
White field	Optional. Fill it in if it applies to you.
Greyed-out field	Review and skip — it does not apply to you.
? in a circle	Help. Click it for an explanation of that field.
* before a label	Marks a required field.

FL_DCPS_INSTRUCTIONALVENDOR

Reset fingerprinting purpose

STEP 1 Transaction

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Next

* Required | Grayed out fields (review and skip)

* Reason Fingerprinted ?

TEST

Orig. Agency Case No. ?

Applicant's identification or case number.

Screening Request ID ?

Applicant's Clearinghouse Screening Request ID, located on the DCPS Fingerprint Authori

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STEP 2 Employer

STEP 3 Personal

STEP 4 Demographics

STEP 5 Locations

STEP 6 Appointment

STEP 7 Confirmation

STEP 8 Payment

STEP 9 Print Form

STEP 10 Receipt

The 10 steps

Step 1 — Transaction Set **Reason Fingerprinted** (yellow — required). If you were given a **Screening Request ID**, enter it here; it is on your DCPS Fingerprint Authorization form. Leave it blank if you were not given one.

Step 2 — Employer The company or program you are working for.

Step 3 — Personal Enter your **LEGAL** name, exactly as it appears on the identification you will bring with you.

Step 4 — Demographics Date of birth and the remaining details requested.

Step 5 — Locations Search by your home address or any other address, then pick a Live Scan service center from the map or the list. Each entry shows its distance and working hours. Press **Schedule Appointment** on the one you want.

Live Scan LocationsTransaction HistoryReschedule AppointmentMy Account

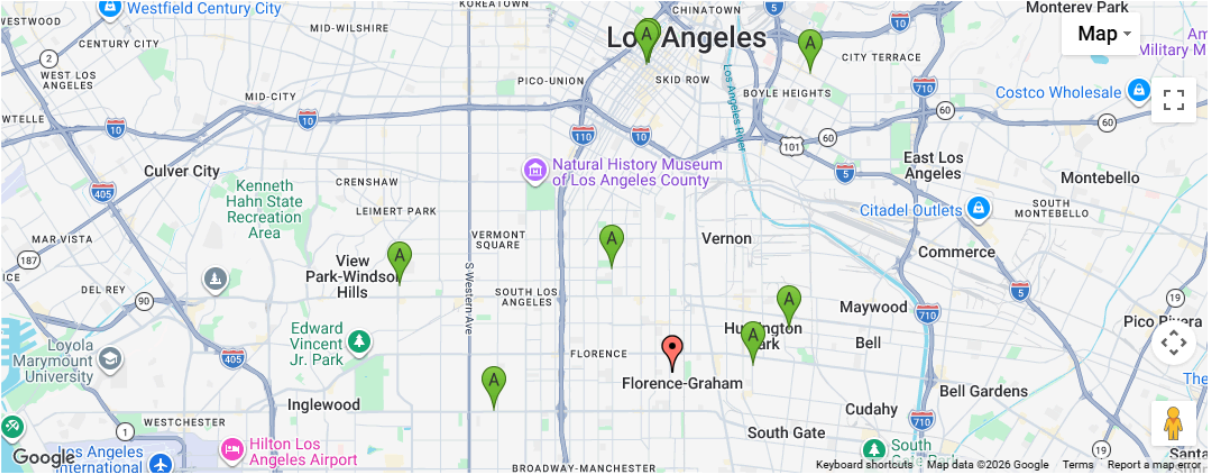
STEP 4 Demographics

STEP 5 Locations

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Live Scan Locations Near: CA, CITY, CA 90001SearchSearch Nearby

☐ Home Address☒ Other



Select one of the LiveScan Service Centers below.

Service Center	Distance	Working Hours	
 Michelle Gonzales - T55 7420 SEVILLE AVE, HUNTINGTON PARK, CA 90255 Contact: 2865550147 Get Directions Email Us	1.42 mi	M:10am-10:15am	Schedule Appointment
 1227 Mobile Notary & Live Scan/ Longmire Professional Services - AYS 5121 3/4 Avalon Blvd, Los Angeles, CA 90011 Contact: 8945550177 Get Directions Email Us	2.11 mi	M-Th:10am-7:30pm F:10am-8:30pm Sa:12pm-8pm Su:12pm-6pm	Schedule Appointment
NEWLY ADDED  Lydia Enriquez Celestial Services - VW4 3161 E. GAGE AVE. HUNTINGTON PARK, CA 90255			Schedule

Step 6 — Appointment Choose your date and time.

Step 7 — Confirmation Check every entry before you continue.

Step 8 — Payment Read the cancellation terms before you pay. Payment is by credit or debit card, or PayPal.

STEP 5 Locations

STEP 6 Appointment

STEP 7 Confirmation

STEP 8 Payment

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Confirm

Cancelling a transaction will result in a \$5 refund processing fee. Remaining balance will be refunded within 10 business days. Purchased credit (Payment ID) will expire in 30 days as credit is consumed by the 30 Day Management Fee. Refunds will not be issued once fingerprinted or after 30 days.

* Required Fields

IMPORTANT: Please note that credit card charge will appear as "Biometrics4ALL".

Transaction Fee

* Name on the Credit Card

* Credit Card Number

* Expiration Month

* Expiration Year

* Security Code

* Billing Address

* Billing City

* Billing Zip

OR

PayPal

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Confirm

STEP 9 Print Form

STEP 10 Receipt

- Cancelling a transaction results in a **\$5 refund processing fee**. The remaining balance is refunded within 10 business days.
- Your **Payment ID expires in 30 days**.
- **Refunds are not issued once you have been fingerprinted, or after 30 days.**
- Your card statement will show the charge as **"Biometrics4ALL"**.

Step 9 — Print Form Print this form. You must bring it to your appointment.

STEP 7 Confirmation

STEP 8 Payment

STEP 9 Print Form

Next



**FL_DCPS_INSTRUCTIONALVENDOR
REQUEST FOR LIVESCAN**

Expiration Date: 10/23/2026



Payment ID: DENLLEU

Paid in full online.
DO NOT PAY ANY OTHER FEES

Applicant Info (ALL CAPITALS)

* Represents Mandatory Information

* Last Name: TEST

* First Name: ROCKY

* Date of Birth: 05/01/1990

Reason Fingerprinted: TEST

PRIVACY ACT STATEMENT

The FBI's acquisition, retention, and sharing of information submitted on this form is generally authorized under 28 USC 534 and 28 CFR 16.30-16.34. The purpose for requesting this information from you is to provide the FBI with a minimum of identifying data to permit an accurate and timely search of criminal history identification records. Providing this information (including your Social Security Account Number) is voluntary; however, failure to provide the information may affect the completion of your request. The information reported on this form may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent pursuant to the Privacy Act of 1974 and all applicable routine uses.

For Operator Assistance:

Contact: Biometrics4ALL, Inc.

Email: Support@Biometrics4ALL.com

Call: (714) 568-9888 Opt. 2

Please print this form and take it to this location to have your fingerprints taken. You must bring this form along with two forms of identification from this list: www.applicantservices.com/id-to-bring

Services Provided by ApplicantServices.com
Service Affiliate Members (SAM)



A1 Live Scan, Notary & Passport

JS3

LiveScan Agency Name

LiveScan ID(LSID)

Date

Name of Operator

TCN Number (If Available)

TCR (Resubmission Only)

For Assistance:
Email us at Support@ApplicantServices.com

Logos are the property of their respective trademark holders.
This form is based on FBI 1-783 (Rev. 5-5-2011) form.

Step 10 — Receipt Your receipt. Keep it for your records.

Terms and Conditions

A Terms and Conditions window appears during registration. **You must read and scroll through both sections** before **I Agree** can be clicked.

Terms and Conditions *** Must read and scroll through BOTH SECTIONS in order to click on "I Agree".

Privacy Act Statement

This privacy act statement is located on the back of the [FD-258 fingerprint card](#).

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

↑ Scroll Up

↓ Scroll Down

Privacy Act Statement

PRIVACY ACT STATEMENT - AUTHORITY: The FBI and FDLE's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub.L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

↑ Scroll Up

↓ Scroll Down

*** Must read and scroll through BOTH SECTIONS in order to click on "I Agree".

I Agree

I Disagree

Service Options

Home
ApplicantServices.com
My Account

Company

About Us
Contact Us
Live Scan Locations
Site Map

General Info

Terms of Use
Privacy
Data Security
Legal Policy



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What to bring to your appointment

1. **The printed form from Step 9.** Without it the service center cannot take your fingerprints.
2. **Two forms of identification** from the list at www.applicantservices.com/id-to-bring.

Your form shows the Live Scan location you chose, your **Payment ID**, and a note that you have **paid in full online** — **do not pay any other fees.**

Important

Entry errors cannot be corrected once your fingerprints are captured. Check your entries at Step 7, before you are fingerprinted. If an error is found after your prints are captured or submitted, it is **your responsibility** to register again and to reprint **at your own expense**.

Your badge

This service includes a **Florida Public Schools Contractor badge**. Your photograph is taken at your fingerprinting appointment, so you must attend in person. The District reviews your result and issues the badge — it is not handed to you at the appointment.

Need help?

Operator assistance	Biometrics4ALL, Inc. · Support@Biometrics4ALL.com · (714) 568-9888 Opt. 2
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You can also use the frequently asked questions, the Live Scan Locations page, or the Contact Us link at applicantsservices.com/DCPS.

Vendors and Contractors · FL_DCPS_VENDOR