**Jessica Lunsford Fingerprinting Instructions**

Starting 6/30/22, Sports officials will now use Fieldprint, Inc. for fingerprinting. Cost will be $87.42 for a 5-year badge. Please follow the instructions below to schedule your appointment.

1. Go to [www.fieldprintflorida.com](http://www.fieldprintflorida.com), click “schedule an appointment”
2. New users click “sign up” and create an account. Returning users “log in”. A verification code will be sent to your email when signing up.
3. After account is created, log in with your username and password.
4. Enter the Fieldprint code **FPPBCVENP** to continue.
5. Fill in all required information, hit “continue” at bottom of page.
6. Complete the “Demographics” info and hit “continue”
7. Complete the employer information
8. Check “I agree” on the Biometric Disclosure page, enter full name and hit continue.
9. Check the acknowledgement box on the FBI Noncriminal Justice Applicant’s Privacy Rights page, hit continue.
10. Find a location close to your home or work and schedule an appointment.
11. Submit payment information, click “finish scheduling”.
12. Print a copy of your confirmation page and bring it with you to your appointment along with 2 forms of ID and your SS card.
13. Any questions or problems call the Fieldprint Customer Service Team @ 877-614-4364 or email them at [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com)
14. Your badge will be printed by the school board and you can get your badge from Yetta Green at a meeting. Contact Yetta to confirm that your badge is ready.

Fingerprinting cost are the sole responsibility of the individual making the appointment. If you choose to pick up your new badge, reach out to Yetta Greene as she will be assisting with the process. Contact info is [yetta.greene@palmbeachschools.org](mailto:yetta.greene@palmbeachschools.org) or (O)561-963-3872 or (C) 561-762-3798

Badge PU location:

Fulton Holland Educational Service Center

School Police Department

3300 Forrest Hill Blvd

WPB, Fla. 33406