

## **Boy Scout Troop 608 Fingerprinting/Background Check Instructions**

*There is no cost, the Cathedral will be billed and cover the expense. Online registration takes about 10 minutes and the fingerprinting takes about 10 minutes.*

1. Log onto the [www.fieldprintflorida.com](http://www.fieldprintflorida.com) website to create an account and schedule your fingerprinting appointment.
2. You will create a secure username and password to enter the system. Passwords must be at least 8-16 characters long and contain one capital letter, one number and one special character (!@#%\$%^). They may not contain the word "password". The passwords are case sensitive.
3. Reason why you need to be fingerprinted is the first answer in the dropdown box: FL-AHCA
4. Use the following Fieldprint Code to gain access to the online scheduling tool:

Volunteer purposes: FPDioceseParishVol (Please note that 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 where you are volunteering within the Diocese. Their address and phone number is:

Cathedral of the Sacred Heart      1212 E Moreno St      850-438-3131  
Pensacola, FL 32503

6. Schedule the fingerprint location and time you would like to have. Make your appointment. If you need to change or cancel an appointment please do so before 48 hours of your appointment time. Not cancelling or not showing up for your appointment will incur you a \$15 fee.
7. If you have any questions, you may contact our customer service team at 800-799-1067 or at [CustomerService@fieldprint.com](mailto:CustomerService@fieldprint.com). You may also contact the Cathedral of the Sacred Heart Safe Environment Coordinator, Sr. Marguerite Renuart at 850-438-3131 ext. 17 or [renuartm@shc.ptdiocese.org](mailto:renuartm@shc.ptdiocese.org).
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:

### Primary ID

State Issued drivers license  
State Issued non driver identity  
US Passport/US Passport Card  
Military ID  
Work Visa with Photo  
Foreign Passport  
DOD Common Access Card  
Foreign Drivers License

### Secondary ID

State Issued drivers license  
State Issued non driver identity  
US Passport/US Passport Card  
Military ID  
Foreign Passport  
Social Security Card  
Bank Statement/Paycheck Stub  
Utility Bill  
Credit/Debit Card  
Marriage Certificate  
Vehicle Registration/Title

State Gov. Birth Cert.  
School ID with Photo  
Voter Registration Card  
Draft Record  
Native American Tribal Doc.  
Certificate of Citizenship  
Certificate of Naturalization  
ISN I-551 Permanent Resident  
Card  
Transportation Worker ID  
Credential (TWIC Card)