

Live Scan Instructions

You will be required to enter your contact information and demographic information. You will be asked to provide other personal information which is required by the FDLE/FBI in order to process your criminal background check.

You will be prompted to find a local scanning facility and to schedule an appointment. Payment arrangements will be requested. Instructions, maps, etc. for the facilities are provided online.

Fieldprint, Inc.:

If you have any questions about the scheduling process, please call 800-799-1067.

- Log on to www.fieldprintflorida.com website
- Click on 'Schedule an Appointment'
- Follow instructions for 'New User Sign Up' – Click on 'Sign Up'
- In the box under 'Reason why you need to be fingerprinted', from the dropdown list, click on 'FL-AHCA/DCF/VECHS'
- Click on 'Continue'
- In the Fieldprint Code box, enter the appropriate code from the list below (codes are case sensitive):
- Click on 'Continue'

	Pricing	Access Code
Employees	\$55.25	FPStAugustineEdu
Contracted Personnel	\$55.25	FPStAugustineEdu
Volunteers	\$45.25	FPStAugustineVol
Vendors	\$45.25	FPStAugustineVol

L-1 Solutions:

If you have any questions about the scheduling process, please call 800-528-1358.

- Log on to www.ibtfingerprint.com website
- Click on the state of Florida
- Click on 'Online Scheduling'
- Click on 'Follow this link in English' or click on the Spanish instructions
- Enter your first name and last name
- Click on 'Go'
- 'Agency Name' click on 'VECHS – Volunteer and Employee Criminal History System'
- Click on 'Go'
- Choose 'Employee' or 'Volunteer' from the drop down list
- Enter the appropriate ORI number (below) in the box
- Click on 'Go'
- Enter your zip code or select 'Northeast' from the drop down list and click on 'Go'
- Click on 'To Schedule an Appointment' and select a time

	Pricing	ORI Number
Employees	\$61.25	E16040156
Contracted Personnel	\$61.25	E16040156
Volunteers	\$51.25	V16040011
Vendors	\$51.25	V16040011