

## **Parish - LiveScan Instructions:**

ONLY SCHEDULE ONE (1) APPOINTMENT either with FIELDPRINT or IdentGO

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](http://www.fieldprintflorida.com) website
- Click on 'Schedule an Appointment'
- Follow instructions for 'New User Sign Up' – Click on 'Sign Up'
- Select 'I Know My Fieldprint Code'
- Click on 'Continue'
- In the Fieldprint Code box enter the appropriate code from the list below:  
(Codes are case sensitive.)

		Fieldprint Code
<input type="checkbox"/>	Lay Employees – Parish, Ministry, Agency, Institution, Vendors	FPStAugustineNonEdu
<input type="checkbox"/>	Lay Volunteers	FPStAugustineVol
<input type="checkbox"/>	Priests, Seminarians, Religious Sisters	FPStAugustineEmpClergy
<input type="checkbox"/>	Deacons - paid	FPStAugustineEmpClergy
<input type="checkbox"/>	Deacons – unpaid	FPStAugustineVolClergy

- Click on 'Continue'

### **Morpho Trust USA: (IdentoGO): LiveScan Instructions**

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

- Log on to [www.identogo.com](http://www.identogo.com) website
- Click 'Book an Appointment'
- Click the appropriate state where you going to schedule an online appointment
- Click 'Schedule an Appointment'
- Click on 'Follow this link in English or click on the Spanish instructions'
- Select – 'New or Existing Appointment' Enter your First and Last Name – Click Go
- Select – 'Agency Name' Click the drop down arrow Click on 'VECHS' – 'Volunteer and Employee Criminal History System' – Click Go
- Choose 'Employee or 'Volunteer' from the drop down list
- Enter the appropriate ORI number from box below
- 'Appointment Details' Enter your Zip Code and Region Click Go
- Click to schedule an online appointment, select time and Click Go
- Follow the PROMPTS to complete the online registration

		ORI Number
<input type="checkbox"/>	Lay Employees – Parish, Ministry, Agency, Institutions, Vendors	16040011
<input type="checkbox"/>	Lay Volunteers	16040011
<input type="checkbox"/>	Priests, Seminarians, Religious Sisters	16040211
<input type="checkbox"/>	Deacons - paid	16040211
<input type="checkbox"/>	Deacons – unpaid	16040211