



LIVE SCAN FINGERPRINTS INSTRUCTIONS

- 1- Log on to www.fieldprintflorida.com
- 2- Click on “Schedule an Appointment”
- 3- Follow instructions for “New User Sign Up” – Click on “Sign Up”
- 4- Select “I know My Fieldprint Code”
- 5- Click on continue.
- 6- In the Fieldprint Code Box enter – FPStAugustineVol (Case sensitive)
Click on continue.
- 7- Enter your personal data.
- 8- Location in Palm Coast is Safe Ship in the St. Joes Plaza the cost of the prints are \$45.
- 9- Please complete the Diocese of St. Augustine Criminal Background Check form. In order for your prints to be processed, the original form needs to be dropped off at the office.
- 10- For Protecting Gods Children classes please log onto Virtus.org, On the far Left click Registration, Click View list of sessions, Use drop down arrow, (Right of the search bar), select St. Augustine, FL (Diocese). This will give you the Protecting Gods Children classes throughout our Diocese.

If you have any questions, please email nick@smdmcc.org or call 386-439-2791.