



Charles Van Zant, Jr.
Superintendent of Schools

SCHOOL DISTRICT OF CLAY COUNTY

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BOARD MEMBERS:

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District 2
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District 3
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District 5

State of Florida – Vendor Badge

Directions to schedule a fingerprinting appointment for a State of Florida vendor badge through the School Board of Clay County:

1. Go to www.fieldprintflorida.com.
2. Click on the “Schedule an Appointment” button.*Notice: You will be charged an additional \$12.50 for a missed appointment unless you reschedule with Fieldprint at least 24 hours prior to your original appointment.
3. Enter an email address under “New Users/Sign Up” and click the “Sign Up” button. Follow the instructions for creating a Password and Security Question and then click “Sign Up and Continue”.
4. Select “I know my Fieldprint Code” and enter the code “**FPCLCoVendorBPrints**” (all letters, no numbers. You must use the code we have provided. **DO NOT** use the drop down menu that is provided. *Please see below for further instructions for registering as an FSSR and for replacing a lost badge.
5. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
6. Your I9 must be faxed to 904-284-6535 to the attention of Jenny Leavitt or Robin Huskey as part of the final consideration for badge approval. **DO NOT email your I9.**
7. At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.
8. Badge processing takes ten to fourteen days once the process has been completed and your I9 has been received in our office. Badges will be available at the School Board of Clay County, 900 Walnut St., Green Cove Springs, FL 32043.

To register with the School Board of Clay County using your State of Florida vendor badge through the FSSR:

1. Go to www.fieldprintflorida.com.
2. Use the Fieldprint code “**FPCLCoVendorFSSR**” (all letters, no numbers).

To replace a lost State of Florida vendor badge:

1. Go to www.fieldprintflorida.com.
2. Use the Fieldprint code:” **FPCLCoVendRepB**”
3. Badge processing takes ten to fourteen days once the process has been completed. Badges will be available from the School Board of Clay County, 900 Walnut St., Green Cove Springs, FL 32043.

If you have any questions/problems, contact the Fieldprint customer service team at 877-614-4364 or customerservice@fieldprint.com