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WCA Background Screening Instructions

Staffing decisions are contingent upon the applicant meeting state regulations regarding background screening. To schedule a fingerprinting appointment, follow the below instructions. The code below will give you access to Fieldprint's services. *Please note:* the code does NOT include the number 1; it is a lower case "l"

Code: FPWellingtonCol223Emp

1. Visit <http://www.fieldprintflorida.com/>
2. Click the red "Schedule an Appointment" button on the right.
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 appropriate code listed above. You may also select the reason you need to be fingerprinted (FL - DCF/VECHS) and enter the appropriate code. At this point, you are ready to enter your demographic information and schedule a fingerprint appointment at the location of your choosing.
5. 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. At least one form of ID must be a valid, government issued photo ID... such as a driver's license.

Applicant's Name (Print)

Applicant's Signature

Date