Fingerprinting

All READ USA contracted workers, staff, and other support workers <u>MUST</u> be fingerprinted in order to work in the READ USA Tutoring Program.

This does **not** apply to high school tutors.

So long as you are a READ USA contracted worker, staff member, or other support worker, READ USA has paid for your fingerprinting. Follow the below instructions in order to complete your **required** fingerprinting.

APPLICANT WAIVER AGREEMENT AND STATEMENT: FOR CRIMINAL HISTORY RECORD CHECKS

Completion of fingerprint imaging for Duval County Public Schools employment process is an agreement to allow submission of a set of fingerprints to the Florida Department of Law Enforcement (FDLE) for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to you. Pursuant to Title 28, Code of Federal Regulations (CFR), Sections 16.30-16.34, you may be able to receive any national criminal history record that pertains to you directly from the Federal Bureau of Investigation (FBI) and could then freely disclose any such information to whomever you choose.

Fingerprints may be retained at FDLE and the FBI for the purpose of providing any subsequent arrest notifications. Upon request, a copy of the criminal history record report if any may be provided to you and you are entitled to challenge the accuracy and completeness of any information contained in any such report. The procedures for obtaining a change, correction, or updating of the FDLE or FBI criminal history are set forth in F. S. 943.056 and Title 28, CFR, Section 16.34. Prompt determination as to the validity of your criminal history record challenge may be obtained before making a final decision about status as an employee, volunteer, contractor, or subcontractor.

DIRECTIONS FOR FINGERPRINT REGISTRATION

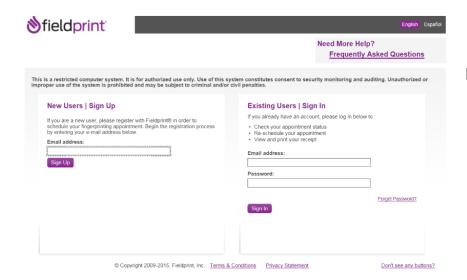
Duval County Public Schools – Instructional Vendors (Print off-site)

Fieldprint Code FPDCPSRDUSA

Access the website: https://schedule.fieldprint.com/User/SignIn?ReturnUrl=%2f

(or type: **schedule.fieldprint.com** in your browser address line)

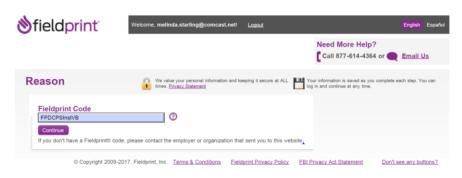
The following registration screen will appear:



Enter in the required information to sign up, or sign in if you have an account with Fieldprint already.

Enter **FPDCPSRDUSA** in the Fieldprint Code box, and click "**Continue**".

IMPORTANT: If you enter an incorrect code, you will have to cancel your registration and register again. (An administrative fee will be charged to cancel.)



Enter your **Personal Information**. *** **Important**:*** Enter your **LEGAL** name.

Save and continue entering your information.

Enter **Position** as: (Current Job title) **Tutor**

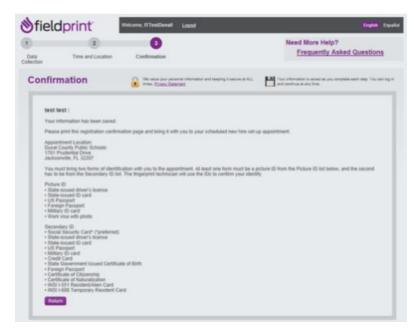
Enter Company Name as: READ USA

Ensure that you enter your position and company name exactly as it appears above regardless of your job title

Schedule Your Visit. Here you will select a location and time for your fingerprint appointment.

Enter **Payment Information.** The payment has been made by READ USA, Inc.

NOTE: Entry errors made during your registration process <u>cannot</u> be corrected once your prints are captured. Any errors made in your entries must be corrected through the modification process BEFORE you are fingerprinted. If errors are discovered after the prints are captured/ submitted, it is YOUR responsibility to register again and to reprint at YOUR EXPENSE.



To the left is an example of the confirmation page

You will receive this confirmation page when the transaction is complete. Please print and bring this page with you to your scheduled setup appointment.

Please note the two forms of identification required to be presented when you are fingerprinted.