

Fingerprinting

All READ USA contracted workers, staff, and other support workers **MUST** 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:



English Español

Need More Help?
[Frequently Asked Questions](#)

This is a restricted computer system. It is for authorized use only. Use of this system constitutes consent to security monitoring and auditing. Unauthorized or improper use of the system is prohibited and may be subject to criminal and/or civil penalties.

New Users | Sign Up

If you are a new user, please register with Fieldprint® in order to schedule your fingerprinting appointment. Begin the registration process by entering your e-mail address below.

Email address:

[Sign Up](#)

Existing Users | Sign In

If you already have an account, please log in below to :

- Check your appointment status
- Re-schedule your appointment
- View and print your receipt

Email address:

Password:

[Forgot Password?](#)

[Sign In](#)

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[Terms & Conditions](#)

[Privacy Statement](#)

[Don't see any buttons?](#)

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.)



Welcome, melinda.starling@comcast.net! [Logout](#)

English Español

Need More Help?

Call 877-614-4364 or [Email Us](#)

Reason

We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)

Your information is saved as you complete each step. You can log in and continue at any time.

Fieldprint Code

FPDCPSInstVB

[Continue](#)

If you don't have a Fieldprint® code, please contact the employer or organization that sent you to this website.

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[Terms & Conditions](#)

[Fieldprint Privacy Policy](#)

[FBI Privacy Act Statement](#)

[Don't see any buttons?](#)

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 cannot 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**.

fieldprint Welcome, ITTestDwell Logout English Español

1 Data Collection 2 Time and Location 3 Confirmation

Need More Help? [Frequently Asked Questions](#)

Confirmation

We value your personal information and keeping it secure at ALL times. [Privacy Statement](#)

Your information is saved as you complete each step. You can log in and continue at any time.

test test :

Your information has been saved.

Please print this registration confirmation page and bring it with you to your scheduled new hire set-up appointment.

Appointment Location:
Duval County Public Schools
1701 Prudential Drive
Jacksonville, FL 32207

You must bring two forms of identification with you to the appointment. At least one form must be a picture ID from the Picture ID list below, and the second has to be from the Secondary ID list. The fingerprint technician will use the IDs to confirm your identity.

Picture ID

- State-issued driver's license
- State-issued ID card
- US Passport
- Foreign Passport
- Military ID card
- Work visa with photo

Secondary ID

- Social Security Card* (*preferred)
- State-issued driver's license
- State-issued ID card
- US Passport
- Military ID card
- Credit Card
- State Government-issued Certificate of Birth
- Foreign Passport
- Certificate of Citizenship
- Certificate of Naturalization
- INDI 1-551 Resident/Non-Resident Card
- INDI 1-688 Temporary Resident Card

[Return](#)

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.