



Applicant Registration Process Fingerprint Screening New Vendor – Direct Contact

1. Go to <http://fieldprintflorida.com>
2. Click on **“Schedule an Appointment.”**
3. Sign up as a new user and create a new account or sign in as an existing user.
4. Applicants will be asked “Reason why you need to be Fingerprinted?” Select **“Enter Fieldprint Code” (do not choose any other choice in the drop down box)**
5. Enter the **“Fieldprint Code” FPNSUMailSegCentVenDirNet**

Choose continue.

6. Enter personal information and choose continue (when entering the email address, please use the following address: mb2700@nova.edu).

Enter your demographics and employer information and choose continue:

NSU MSC Baudhuin
3301 College Avenue
Davie, FL 33314
(954) 262-7142

7. Complete the security background check questionnaire and authorization release form and continue.
8. Next, schedule your appointment time and location.
9. Make your form of payment. Vendor Fee: 88.00
10. A confirmation page will be displayed after payment. Print for your records.
11. Two (2) forms of identification, at least one (1) of which must be a valid government – issued photo ID. The name and date of birth on both forms of identification must match. Your appointment number.