

How to Schedule and Pay for Your Fingerprints

1. Visit <https://fl.ibtfingerprint.com>
2. Select **Schedule a New Appointment**

Fingerprinting & Enrollment Services

For Licensing, Certification or Employment requirements in Florida

For New Appointments	To Mail In Your Fingerprint Card	To Change an Existing Appointment	For Fingerprint Rejection Notices
To schedule a new appointment, click the green button below. We will ask you for the information needed to schedule and process your background check.	To register to send your prints through the mail, click the button below. You will be asked to mail your fingerprint cards to Prints, Inc. after payment is made. Only out of state residents or individuals physically unable to be digitally printed are able to use this option.	To reschedule or cancel your appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.	To schedule your retake appointment, we need to lookup your registration. Please choose one of the below methods to locate your record.
Schedule a New Appointment	Register for Fingerprint Card Processing Service	Registration ID (REGID) Email Address	Registration ID (REGID) Transaction Control Number (TCN) Email Address

3. Choose DFS – Dept. of Financial Services from the drop-down menu.

Please choose your agency or program from the list below.

agency name

DFS - Dept. of Financial Services

Go >

Reset ↻

How to Schedule and Pay for Your Fingerprints

4. Choose Fire – Standards and Training from drop-down menu.

Please choose your agency or program from the list below.

agency name

✓ DFS - Dept. of Financial Services



ori number

FIRE - STANDARDS AND TRAINING



Go >

Reset 

How to Schedule and Pay for Your Fingerprints

5. Check the statement and click go.

Acknowledgment Form
Fingerprint Based Criminal History Record Request Authorization and Notification Form
Important - Please read carefully

I consent to the collection and retention of my fingerprints in order to complete a criminal history background check as part of the application, employment and/or licensing process.

I understand that my fingerprints will be searched against the databases maintained by the Federal Bureau of Investigation, and the central repository of criminal history records maintained by the Florida Department of Law Enforcement.

I understand that the procedures to challenge accuracy or completeness of my record are available from FBI.gov as set forth by the Department of Justice under Title 28 CFR 16.34.

I affirm that I have read, understand and consent to the completion of a criminal history background check.

[Go >](#)

6. Search by zip code. Use a zip code close to your home or work.

[Search By Zip Code](#)

[Search By Region](#)

Enter a zip code to determine the closest fingerprinting location.

[Go >](#)

How to Schedule and Pay for Your Fingerprints

- You will see a list of locations near the zip code you chose. It displays the current week you are in. The top right-hand corner will go to the next week. The bottom left-hand corner will show more locations.
 - Select a date to have your finger prints taken.

Zip Code: 32246 Change	Wednesday 6/21/2017	Thursday 6/22/2017	Friday 6/23/2017	Saturday 6/24/2017	Sunday 6/25/2017	Monday 6/26/2017	Tuesday 6/27/2017	Next Week >
Jacksonville-Arlington Expressway Photo Enabled-The UPS Store 3676 9378 Arlington Expressway Jacksonville, FL 32225 Directions	Closed	Schedule	Schedule	Closed	Closed	Schedule	Schedule	
Jacksonville - Baymeadows Rd Photo Enabled - The UPS Store 3879 3832 Baymeadows Rd Ste 10 Jacksonville, FL 32217 Directions	Schedule Full	Schedule	Schedule	Schedule	Closed	Schedule	Schedule	
Jacksonville- Yellow Bluff Rd Photo Enabled- Morphotrust USA 12400 Yellow Bluff Rd Ste 202 Jacksonville, FL 32226 Directions	Schedule Full	Schedule	Schedule	Closed	Closed	Schedule	Schedule	
Jacksonville-Normandy Blvd-Acumen Photo Enabled-Acumen CNA Training-Westside Plaza 5820 Normandy Blvd Jacksonville, FL 32205 Directions	Schedule Full	Schedule Full	Closed	Closed	Closed	Schedule	Schedule	
Jacksonville - Beach Blvd Photo Enabled- The UPS Store 1732 14286 Beach Blvd Ste 19 Jacksonville, FL 32224 Directions	Schedule Full	Schedule	Schedule	Schedule	Closed	Schedule	Schedule	

[Next](#)

- Next, select the time you wish to go.

11:00 am
1:00 pm
2:00 pm

[Cancel](#) [Continue](#)

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9. Fill out the form with all required information as denoted by red asterisks.

APPLICANT ALIAS OR MAIDEN NAME

prefix	first name	middle name	last name	suffix	1
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

[+ Add Alias](#) (up to 5)

APPLICANT HOME ADDRESS

number *	direction	street name *	unit designator
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
country *	city *	state *	zip code *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

METHODS OF CONTACT

phone 1 *	phone 1 type *	phone 2	phone 2 type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
email *	confirm email *		
<input type="text"/>	<input type="text"/>		

please check if you have no email.

preferred contact method	preferred contact time	contact notes/instructions
<input type="text"/>	<input type="text"/>	<input type="text"/>

Yes, please email me educational materials, special offers and information about other MorphoTrust USA products and services.

APPLICANT DEMOGRAPHIC DATA

date of birth *	gender *	height *	weight *	race *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
hair color *	eye color *	place of birth *	citizen country *	social security number *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
driver's license/state id number	license/id state			
<input type="text"/>	<input type="text"/>			

Pursuant to the Privacy Act of 1974, 5 U.S.C. § 552a, the State is responsible for informing you whether disclosure of your social security number is mandatory or voluntary, by what statutory or other authority your social security number is solicited, and what uses will the collection is specifically authorized by law or if it is imperative for the performance of the agency's duties and responsibilities as prescribed by law.

Disclosure of your social security number on this form is mandatory pursuant to the Welfare Reform Act, 42 U.S.C. § 606, and §§ 628.171(2)(a) and (7), 626.231(2)(a), 626.541(1), and 626.9653(3)(a) and (7), F.S.

The purposes for the requested information are to verify the identity of an applicant for licensure, to conduct criminal and disciplinary history background checks, and to determine if the applicant lacks the fitness or trustworthiness to engage in the business of insurance Article I of the Florida Constitution and will not be used for any purpose other than the purposes provided herein, or as otherwise authorized under § 119.071(5)(a), F.S.

A copy of this Privacy Statement is provided to you as required by § 119.071(5)(a)3, F.S.

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10. This section is not required to be filled out.

APPLICANT EMPLOYER INFORMATION

employer name	<input type="text"/>			employer phone	<input type="text"/>
number	direction	street name	apt/unit #		
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>		
country	employer city	employer state	employer zip		
<input type="text" value="v"/>	<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>		

11. Verify your information.

APPLICATION DETAILS [CHANGE](#)

agency name

DFS - Dept. of Financial Services

ori number

FL920780Z - FIRE - STANDARDS AND TRAINING

fingerprint reason

FDFS APPLICANT FIRE STANDARDS AND TRAINING

APPOINTMENT DETAILS [CHANGE](#)

location

Jacksonville-Arlington Expressway
Photo Enabled-The UPS Store 3676
9378 Arlington Expressway
Jacksonville, FL 32225
United States

appointment date/time

Thursday, June 22, 2017 at 11:00am

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APPLICANT DETAILS

[CHANGE](#)

name

Bill Firefighter

home address

2700 Firefighter Memorial Dr
Jacksonville, FL 32246
United States

phone 1

904-997-4919 (Work)

email

infofas@fscj.edu

date of birth

07/12/1993

gender

Male

height

05 ft. 11 in.

weight

220 lbs.

race

White

hair color

Blonde

eye color

Brown

place of birth

New York

citizen country

United States

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12. Select method of payment.

Your fingerprinting fee is \$45.80. Any applicable taxes are not included. Please choose a payment method below.

- eCheck (pay now)
- Visa or Mastercard (pay now)
- AMEX/Discover card (pay now)
- Billing Account
- Yes, I have a referral code to enter

Your payment information will be collected by the next screens. No additional transaction fee will be assessed for use of online payment options. Please review our [Refund Policy](#) for details on receiving a refund of your payment.

How to Schedule and Pay for Your Fingerprints

13. Select the option to save as PDF or print your appointment information.

[Save PDF](#) [Print](#)

Your payment has not been received yet. Please complete payment by following the instructions given below in the Payment Details section.

Registration Completed for Bill Firefighter

APPOINTMENT DETAILS

location Jacksonville-Arlington Expressway Photo Enabled-The UPS Store 3676 9378 Arlington Expressway Jacksonville, FL 32225 United States Get directions from Google Maps	appointment Date: 06/22/2017 Time: 11:00 AM
	registration id UL17000623T

PAYMENT DETAILS

MAKE YOUR PAYMENT USING US BANK E-PAY

[Continue to US Bank E-Pay -->](#)

14. Follow instructions on the screen to complete payment. Arrive on time to your appointment, or you will have to reschedule.

How to Schedule and Pay for Your Fingerprints

15. You will receive a receipt once your fingerprints are scanned. It will contain your name, a TCN.



JACKSONVILLE - BEACH BLVD

Date: 20170515

Customer: Firefighter, Bill

Agent ID: chjohnson

Agency: FL920780Z

TCN: 70CS05BDUV3A000000632

Amount Paid: 46.49

Fee Paid By: US BANK E-PAY

16. DO NOT LOSE THE RECEIPT. IT MUST BE TURNED INTO THE FIRE ACADEMY TO BE INCLUDED IN YOUR APPLICATION PACKAGE TO THE STATE FIRE MARSHAL.