How to Schedule and Pay for Your Fingerprints

1. Visit [https://fl.ibtfingerprint.com](https://fl.ibtfingerprint.com)

2. Select **Schedule a New Appointment**

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 >
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.

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

Enter a zip code to determine the closest fingerprinting location.
How to Schedule and Pay for Your Fingerprints

7. 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.
   a. Select a date to have your finger prints taken.

   ![Schedule and Pay for Fingerprints]

8. Next, select the time you wish to go.
How to Schedule and Pay for Your Fingerprints

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

<table>
<thead>
<tr>
<th>APPLICANT ALIAS OR MAIDEN NAME</th>
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<tbody>
<tr>
<td>prefix</td>
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<table>
<thead>
<tr>
<th>APPLICANT HOME ADDRESS</th>
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<tbody>
<tr>
<td>number</td>
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<tr>
<td></td>
</tr>
<tr>
<td>country</td>
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<tr>
<td>United States</td>
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<tr>
<th>METHODS OF CONTACT</th>
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<tbody>
<tr>
<td>phone 1</td>
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<tr>
<td></td>
</tr>
<tr>
<td>email</td>
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</tbody>
</table>

☐ please check if you have no email.

preferred contact method | preferred contact time | contact notes/instructions
------------------------|------------------------|--------------------------

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

<table>
<thead>
<tr>
<th>APPLICANT DEMOGRAPHIC DATA</th>
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<tbody>
<tr>
<td>date of birth</td>
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<tr>
<td>mm/dd/yyyy</td>
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<table>
<thead>
<tr>
<th>hair color</th>
<th>eye color</th>
<th>place of birth</th>
<th>citizen country</th>
<th>social security number</th>
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</table>

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<thead>
<tr>
<th>driver's license/state id number</th>
<th>license/id state</th>
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</table>

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 obtained, and what uses all the collection is specifically authorized by law or if it is necessary 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. § 688, and §§ 426.17(2)(a) and (b), 426.23(2)(a), 426.341(1), and 426.346(2)(a) and (b), F.S.

The purposes for which the requested information is to be used are: to conduct criminal and disciplinary background checks, and to determine if the applicant lacks the fitness or trustworthiness to engage in the business of your license as provided by § 119.07(1)(b), F.S.

A copy of this Privacy Statement is provided to you as required by § 119.07(1)(b), F.S.
How to Schedule and Pay for Your Fingerprints

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

11. Verify your information.

**APPLICATION DETAILS**

**agency name**
DFS - Dept. of Financial Services

**ori number**
FL920780Z - FIRE - STANDARDS AND TRAINING

**fingerprint reason**
FDFS APPLICANT FIRE STANDARDS AND TRAINING

**APPOINTMENT DETAILS**

**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
# How to Schedule and Pay for Your Fingerprints

## Applicant Details

**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**
65 ft. 11 in.

**Weight**
220 lbs.

**Race**
White

**Hair Color**
Blonde

**Eye Color**
Brown

**Place of Birth**
New York

**Citizen Country**
United States
How to Schedule and Pay for Your Fingerprints


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.

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.

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.