

# Fieldprint Background Screening Guide

1. Type "<https://florida.fieldprint.com/user/signIn>" into your web browser.
2. Then type your email into the "New users/Sign Up" field. See Picture below.

fieldprint English Español Fra

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By logging into this system, the user acknowledges and agrees as follows: (1) That this is a restricted computer system; (2) It is for authorized use only; (3) Use of this system constitutes consent to security monitoring and auditing; (4) Unauthorized or improper use of the system is prohibited and may be subject to criminal and/or civil penalties.

On Saturday March 21, 2020 between the hours of 10:00 PM and 2:00 AM ET, Fieldprint will be performing scheduled maintenance. Users may not have access during this period. We apologize in advance for any inconvenience this might cause.

Required items are marked with \*

### New Users | Sign Up

If you are a new user, please register with Fieldprint® in order to schedule your 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?](#)

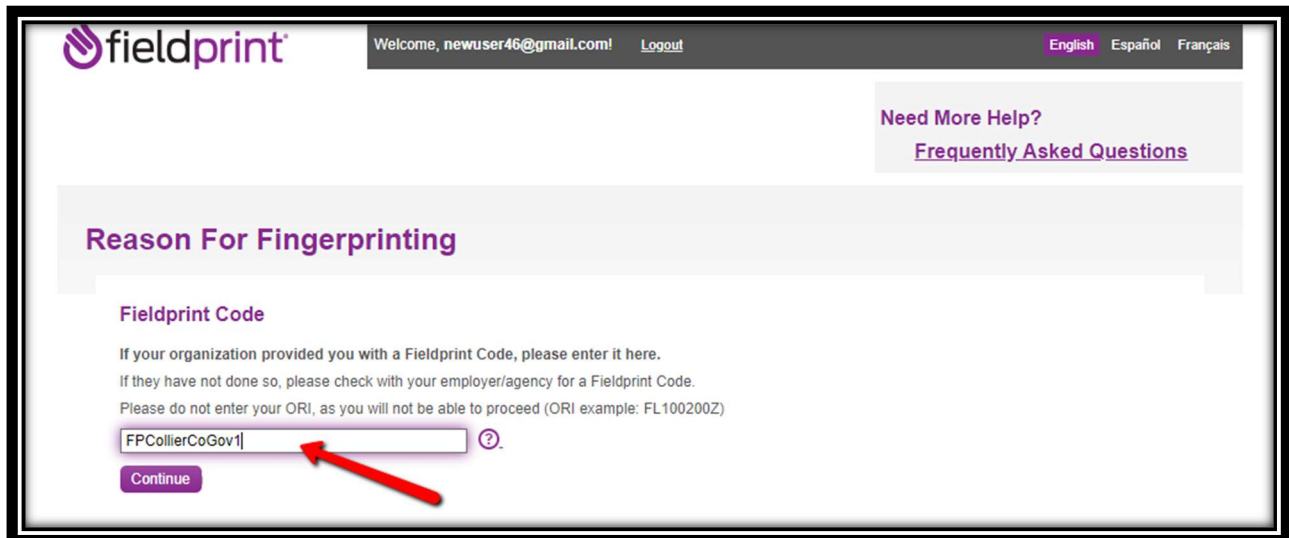
[Sign In](#)

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3. Enter your password and security information. **Note: this information is for your use only.**

4. In the “Reason for Fingerprinting” section, you will input our access code:

Access Code: **FPCollierCoGov1**



fieldprint

Welcome, newuser46@gmail.com! [Logout](#) [English](#) [Español](#) [Français](#)

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### Reason For Fingerprinting

**Fieldprint Code**

If your organization provided you with a Fieldprint Code, please enter it here.  
If they have not done so, please check with your employer/agency for a Fieldprint Code.  
Please do not enter your ORI, as you will not be able to proceed (ORI example: FL100200Z)

 [?](#)

- Enter your personal information.
  - Schedule a time, date and location.
  - Confirm the Appointment.
  - Go to the local Fieldprint office that was specified for your appointment.
5. The results of the background check will be sent to our office for review, please allow for 72 hours, or three business days. You can then contact Facilities Management Operations Center at 239-252-8380 to find out if your results were clear. If the results were clear, you will be instructed to obtain your Collier County Access Badge.

**For any questions/concerns,  
please contact the Fieldprint Customer Team:**

Fieldprint, Inc.  
400 Lippincott Drive  
Suit 115  
Marlton, NJ 08053  
Toll-Free phone: (877) 614-4364  
Email: [CustomerService@fieldprint.com](mailto:CustomerService@fieldprint.com)