

Steps for using the Fieldprint Scheduling Site

Here is the current flow on the scheduling site for listing site locations and print card locations:

- 1) The scheduling site will bring up site locations closest to the address that the applicant enters. If there are no Fieldprint site locations within a 35 mile radius the site will provide the closest print card locations in addition to the Fieldprint Livescan options.
- 2) Applicant will select the print card location if they do not wish to travel to one of the Fieldprint sites.
- 3) Applicant will pay the normal fingerprinting fee.
- 4) If the print card location (these are generally state police locations) is known to require an additional fee to perform the ink and roll print cards, it will be listed in Notes for that location. This fee is paid to the print card location when the applicant is fingerprinted. It is not paid to Fieldprint.
- 5) Once this order has been entered into our system via the scheduling site, Fieldprint will send the print cards, instructions and a return envelope (for the print cards after fingerprints are printed on the cards) to the applicant within a 24 hours period. The applicant should allow 7 – 10 business days for the packet to reach the applicant.
- 6) The applicant will go to the selected print card location, pay the fee that the print card location requests for performing the ink and roll fingerprints on the print card and then have the ink and roll fingerprints performed.
- 7) The applicant will then mail the print card back to Fieldprint in the provided envelope. Allow another 7 – 10 business days for the envelope to reach Fieldprint.
- 8) Once the card is received by Fieldprint through the mail, the card will be electronically scanned within 24 hours into the Fieldprint system and transmitted to WDOJ.