**FINGERPRINTING:**

**Florida State Law requires as of 8/1/10 all individuals working with children, directly or indirectly, must have a background and fingerprint screening done. The cost for these screenings will be incurred by the applicant but the screening is good for up to five years and can be used in other applications for employment. If you have been screened within the past five years, get a copy of the report sent directly to:**

**Florida Conference of Advent Christian Churches (FLACC)**

**P.O. Box 4313**

**Dowling Park, FL 32064**

**Locations: All individuals in the Live Oak area can go to the Employment Office at Advent Christian Village, Carter Village Hall *(first floor)* 10680 Dowling Park Drive, Dowling Park, FL 32064**

**Phone: 386-658-5292 or 1-800-647-3353.**

The Fieldprint code below will give you access to our fingerprinting services.

DCF Fingerprinting: **FPCampSuwanee4601DCF**

To schedule a fingerprinting appointment, your volunteers may follow these simple instructions:

Visit [www.fieldprintflorida.com](https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fwww.fieldprintflorida.com%2f&c=E,1,ZQlBstNl8T9YxW2U2nEADmZ_g4Pl1K2P2wPMbvdWEOMF3GmQ-7l_WenV9TtQmOf1tD_M9TPB5bfWI5da6a2JDaIsbP09fv0cXd8nLTlqpNwo4uVedw,,&typo=1).

1. Click the red “Schedule an Appointment” button on the right.
2. Enter an email address under “New Users/Sign Up” and click the “Sign Up” button.
3. Follow the instructions for creating a Password and Security Question and then click “Sign Up and Continue”.
4. Select “I know my Fieldprint Code” and enter the code listed above.  At this point, you are ready to enter your demographic information and schedule a fingerprint appointment at the location of your choosing.
5. At the end of the process, print the Confirmation Page.
6. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification. At least one form of ID must be a valid, government issued photo ID, such as a driver’s license.

* IF you get prompted for any other codes, that prompt will be next, and will likely be the OCA & ORI #s.
* Give a printed copy to the individual fingerprinting you; confirm the individual received an email

There is a change fee of $15 for any appointment changes that are made within 24 hours prior to an appointment or if the individual is a no show.

Just in case they ask you for any other reference numbers for Camp Suwannee, reference these. OCA#03610057Z & ORI#EDCFSC30Z

**You will also need your SS# and photo ID.**

**You will be reimbursed by the FLCACC for half the cost of your fingerprints but you must email a receipt showing the amount you paid to Doug Mabey @** [**dmabey@acvillage.net**](mailto:dmabey@acvillage.net)