

## Create Scheduling Site Account



### Getting Started

To begin scheduling go to <https://www.fieldprintgeorgia.com>, also viewable in Spanish by clicking the language dropdown. This site will provide valuable information about the fingerprinting process, helpful FAQs, and contact information. To get started, click **Schedule Appointment** under the **For Individuals** page.

The screenshot shows the homepage of the fieldprint Georgia website. At the top, there is a navigation bar with the fieldprint logo on the left, a red arrow pointing to "For Individuals" and a link for "For Agencies" in the center, and a language dropdown set to "English" on the right. The main heading is "GAPS Georgia Applicant Processing Services". Below this, the "For Individuals" section is highlighted, with the text "Electronically schedule an appointment with one of our many conveniently located Livescan sites across the state." A prominent purple button labeled "Schedule Appointment" is shown. To the right of the button is a link that reads "I have been approved by my agency or have already scheduled" with a right-pointing arrow. The background of the page features a map of Georgia with numerous purple location pins indicating Livescan sites across the state.

## Creating a User Profile

New users need to create a new user account by clicking **Sign Up**. The Sign Up wizard will walk you through the steps to set up an account, culminating in a verified account that will be used to schedule fingerprints. Returning users can simply **Log In**.

The image shows a web interface titled "Welcome to Fieldprint®". It is divided into two columns. The left column is titled "Sign Up" and contains the text "For new users, please select 'Sign Up' below to schedule a fingerprinting appointment." Below this text is a large, rounded rectangular button with the text "Sign Up". The right column is titled "Returning User Login" and contains the text "For existing users, please select 'Log In' below to check appointment status, view and print receipts or reschedule an existing appointment." Below this text is a large, rounded rectangular button with the text "Log In".

Read over the E-SIGN Act Disclosure and Consent ("**Consent Agreement**") and click **I Agree**.

The image shows a web form titled "E-SIGN Act Disclosure and Consent ('Consent Agreement')". The form contains several sections of text and two buttons at the bottom. The first section, "1. Intent to Use Electronic Signatures", explains the legal effect of electronic signatures and the user's agreement to the fingerprinting process. The second section, "2. Consent to Electronic Disclosures & Notices", explains the user's consent to the electronic delivery of documents. Below the text, there are two buttons: "I do not agree" and "I Agree". A red arrow points from the "I do not agree" button to the "I Agree" button. Above the "I Agree" button, there is a link to download the "Consent Agreement.pdf" file.

**E-SIGN Act Disclosure and Consent ("Consent Agreement")**

Pursuant to the Federal Electronic Signatures in Global and National Commerce Act ("E-Sign Act"), you have a right to receive any disclosures or notices in a non-electronic form. Before providing electronic signatures or obtaining legally required disclosures and notices electronically, please review and indicate your acceptance of the terms below. If you do not accept these terms or do not agree to the use of electronic disclosures and signatures, we will provide you with, or make available to you, any required disclosures on paper or non-electronic form at no additional charge to you.

**1. Intent to Use Electronic Signatures**

By clicking on the "I Agree" button below—which you hereby adopt as your electronic signature—you affirmatively consent and agree that you are signing this Consent Agreement electronically and your electronic signature on agreements and documents has the same effect as if you signed them in ink. You further agree that your electronic signature is the legal equivalent of your manual signature and will continue to be throughout the fingerprinting process.

By clicking on the "I Agree" button below, you agree to the use of electronic signatures, such as your act of clicking, checking or otherwise manifesting your assent throughout the fingerprinting process. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar action, or in providing or making any agreement, acknowledgement, or consent constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature or any resulting contract.

**2. Consent to Electronic Disclosures & Notices**

By clicking on the "I Agree" button below, you consent to the electronic delivery of any disclosures, agreements, change notices, terms and conditions and any other documents throughout the fingerprinting process. Your consent applies to any disclosures and notices required to be provided to you in accordance with Federal or state law or regulations. You also agree that we do not need to provide you with additional paper (non-electronic).

By clicking on the "I Agree" button below, you acknowledge that you are able to access information in the electronic form that will be used to provide the information that is the subject of this Consent Agreement.

Please indicate your consent to the use of electronic signatures and your consent to receiving disclosures and notices electronically by clicking on the "I Agree" button below. By providing your consent, you are also confirming that you have the hardware and software described above, that you are able to provide electronic signatures, and that you have an active email account. You are also confirming that you are authorized to provide this consent.

By clicking on the I Agree button I agree to the use of electronic signatures and to receiving documents and disclosures electronically.

If you **DO NOT AGREE** to the use of electronic signatures and to receiving documents and disclosures electronically, then please contact Fieldprint Customer Service at the following email address to assist you with a non-electronic option: [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com) or call 888-472-8918.


You can download the "Consent Agreement" as a PDF file.

Consent Agreement.pdf (120 K) [Download](#)

The next page will prompt you to create your account. You will need to enter your e-mail address, first name, and last name, and set your password. Passwords must be between 8-128 characters long, must contain one number, one capital letter, one lower case letter, and one special character. Passwords are case-sensitive. The password rules are provided on the Sign Up page for reference.

You will also be prompted to enter three security questions and their answers. This will be used to verify your identity in the event that you forget the password in the future. The questions must be from the preset list and you cannot provide the same question or answer twice.

Enter all required fields and click **Continue** to move forward.



English | Contact Us

### Create Account

Please fill in the following fields to create an account.

E mail \*

John.Doe@test.com

Username \*

JohnDoe

Password \*

\*\*\*\*\*

show

✓ Must contain at least 1 digit.

✓ Must be between 8 to 128 characters.

✓ Must contain at least 1 lower case letter and at least 1 upper case letter

✓ Must contain at least 1 special character ( ! " # \$ % & ' ( ) \* + , - . / : ; < = > ? @ [ ] ^ \_ ` { | } ~ )

Confirm Password \*

\*\*\*\*\*

show

First Name \*

John

Last Name \*

Doe

Mobile Phone Number

### Security Questions

Please select three security questions and provide answers in the boxes below. Your answer(s) cannot contain your username, password, email address or security question.

Security Question 1 \*

What was your childhood nickname?

▼

Answer 1 \*

\*\*\*\*

show

Security Question 2 \*

What is your oldest cousin's first and last name?

▼

Answer 2 \*

\*\*\*\*\*

show

Security Question 3 \*

In what city does your nearest sibling live?

▼

Answer 3 \*

\*\*\*\*\*

show

Back

Continue

An email will be sent to your provided email address. Check your email for the verification code and enter it on the next page. Do not close your browser. The code will expire after 30 minutes. See below for an example of the email that will be sent.

You created an account with Fieldprint Scheduling.

Username:

Please enter the Verification Code below into the Verification Code field on the Fieldprint Scheduling website to continue:

61940457

Please Note: Don't delay, your verification code is only valid for 30 minutes and if you closed your browser, just sign back in and you will be prompted to enter this code there.

If you did not request to create an account, please contact us.

Thank you,  
Fieldprint Scheduling Team  
[customerservice@fieldprint.com](mailto:customerservice@fieldprint.com)  
877-614-4364

To be sure you receive future notifications from us, please add [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com) to your email contact list. For your protection, we will never ask you to email personal or sensitive information, such as your Social Security Number or Date of Birth. If you receive such a request, it is not from the Fieldprint Scheduling Team, and we ask you please contact us immediately at 877-614-4364.

Enter the code from the email and click **Complete Registration** to move forward.

### Verify Account

An email has been sent to your provided email address. The subject of the email will be "Fieldprint Scheduling Account Verification" and will arrive from email sender [auth@fieldprint.com](mailto:auth@fieldprint.com).

Please follow the directions in the email to continue creating your account.  
You may need to check your Junk or Spam folder.

① Please do not close your browser.

If your browsing session closes, please log back in using your username and password and enter the 8-digit **Verification Code** emailed to you at the email address provided during account creation. This **Verification Code** will expire after 30 minutes.

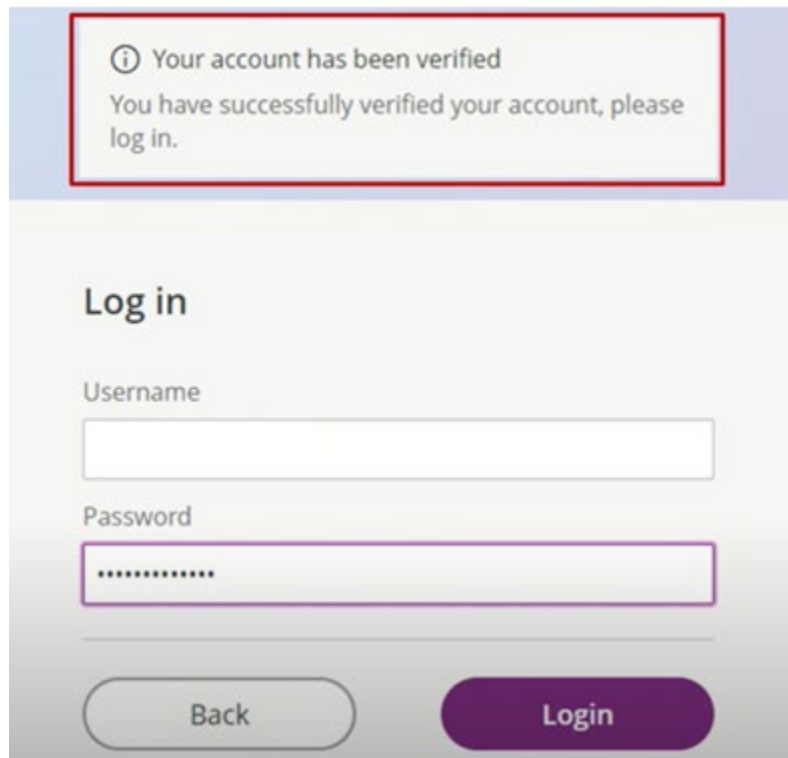
★ — Required Fields

Verification Code ★

Didn't receive an email? Click [here](#) to resend email.

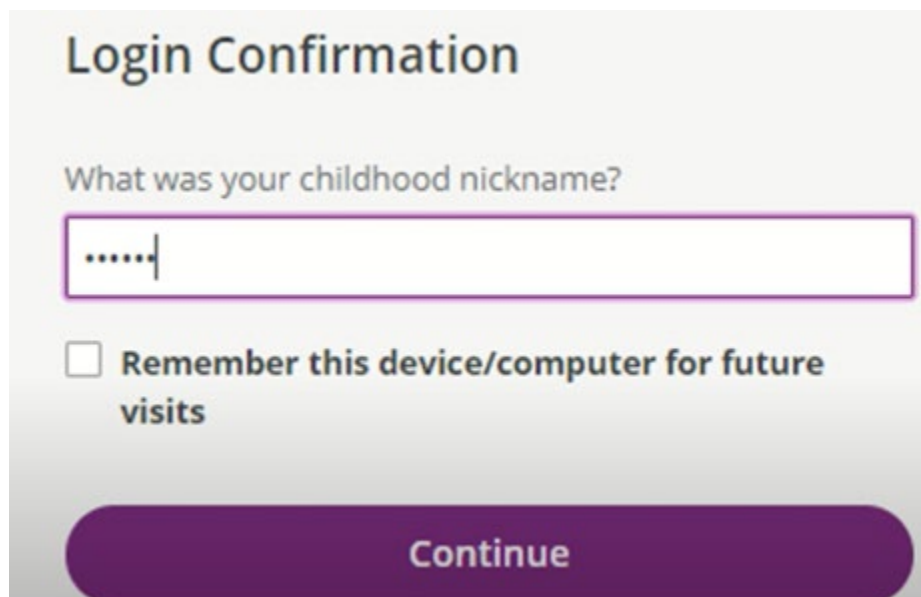
**Complete Registration**

Once your account has been verified, you will be able to log in to the Fieldprint scheduling site using your credentials.



The screenshot shows a mobile application interface. At the top, a light blue banner contains a white box with a red border. Inside this box is an information icon (i) followed by the text: "Your account has been verified" and "You have successfully verified your account, please log in." Below the banner, the page has a light gray background. The heading "Log in" is centered. Underneath, there are two input fields: "Username" and "Password". The "Password" field is currently filled with eight dots. At the bottom, there are two buttons: a light gray "Back" button and a purple "Login" button.

You will be prompted to answer one of the three security questions to continue to log in.



The screenshot shows a mobile application interface for the "Login Confirmation" step. The title "Login Confirmation" is at the top in a large, dark font. Below it, the question "What was your childhood nickname?" is displayed. Underneath the question is a text input field with a purple border, containing five dots and a cursor. Below the input field is a checkbox with the text "Remember this device/computer for future visits". At the bottom of the screen is a large, rounded purple button with the word "Continue" in white text.



## New Applicant Registration

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**Do not enter information in the fieldprint code area.** From the tiles, please select City/County Government and Law Enforcement Agencies

Don't have a Fieldprint Code?

To register for a background check, please select one of the options below.

Georgia Court Services	Department of Early Care & Learning (DECAL)
Education Agencies	Department of Behavioral Health & Developmental Disabilities (DBHDD)
Secretary of State (SOS)	Georgia State-only Background Checks
Department of Community Health (DCH)	Department of Driver Services (DDS)
City/County Government & Law Enforcement Agencies	Department of Public Health (DPH)
Real Estate Commission Appraiser's Board (GREC)	Department of Banking & Finance (DBF)
Office of Insurance Safety Fire Commissioner (OISFC)	Department of Human Services (DHS)
Georgia Bureau of Investigation	Department of Juvenile Justice (DJJ)
Georgia Vocational Rehabilitation Agency	Department of Defense (DOD)
Department of Community Supervision (DCS)	Georgia Department of Revenue
Georgia Department of Labor (GDOL)	Georgia Department of Agriculture (GDA)
Georgia Access to Medical Cannabis Commission (GAMCC)	Georgia Composite Medical Board
Georgia Department of Corrections	



Select the Alcohol and Liquor License tile, enter the reason for fingerprinting from the drop box (Alcohol/Liquor Licensee), and enter Reviewing Agency ID.

**NOTE:** The Reviewing Agency ID will be provided by the assigned Tax Examiner and/or Agent upon review of your application.

**City/County Government and Law Enforcement Agencies**

To register for a background check, please select one of the options below.


\* — Required Fields

Alcohol and Liquor License	Courts
Firefighter	Law Enforcement Agencies
Local County Health Districts	Ordinances
Other	

Reason for Fingerprinting\* Alcohol/Liquor Licensee ▼

Reviewing Agency ID\*

Requesting Agency ID



## Data Collection

You will begin the Data Collection process by entering in all required **Personal Information**. Ensure that the information entered is consistent with the IDs you will be presenting at fingerprinting. A list of acceptable forms of ID is linked at the top of the page. This information should match what is on file with your Georgia agency, and discrepancies with this information could result in delays. Data fields are consistent with GBI and FBI standards.

You can enter in aliases by selecting Yes under Other Names. At the bottom, the preferred contact method will allow Fieldprint to reach you in the event of an issue. You may also elect to have an appointment reminder. Once all information is entered, click **Continue**.

## Data Collection

[Personal Information](#)[Biometrics](#)

## Authentication

[Biometric Enrollment](#)[GA Privacy Statement](#)[Send Request to Remove](#)[Schedule Appointment](#)[Payment](#)[Cancellation](#)

## Personal Information

Please enter your personal information below.

## NOTES

The information entered on this screen must belong to the person attending the appointment. The name provided for the appointment **must be your full, legal name and must match all forms of identification exactly**. The date of birth provided must also be an exact match to what is listed on the primary form of identification. Your fingerprint collection appointment will not take place if you cannot provide a form of matching identification.

## ★ - Required Fields

## Acceptable Forms of ID

First Name\*

Middle Name

Last Name\*

Suffix

## Other Names

Are there any other names you are known by or have used (including maiden name, if applicable)? \*

☐ Yes ☒ No

Social Security Number ⓘ

Address Line 1\* ⓘ

Address Line 2 (Apt./P.O. Box) ⓘ

City\* ⓘ

State\* ⓘ

ZIP Code\* ⓘ

Mailing Address1

Mailing Address2

Mailing Address City

Mailing Address State

Mailing Address Zip Code

Date of Birth\* ⓘ

Driver's License Number

Driver's License State

Phone\* ⓘ

Alternate Phone ⓘ

Email\* ⓘ

Preferred Contact Method\* ⓘ ☒ Email ☐ Phone

Appointment Reminders\* ⓘ ☒ Email ☐ App

Cancel &amp; Start New

Continue



Next, enter all **Demographics** required for the fingerprint check.

The screenshot shows the 'fieldprint' logo in the top left corner. In the top right, there are links for 'English', 'Contact Us', and a user icon. On the left side, there is a vertical menu under the heading 'Data Collection' with options: 'Personal Information' (checked), 'Demographics' (selected), 'Authorizations', 'Biometric Disclosure', 'GA Privacy Statements', 'Send Request to Review', 'Schedule Appointment', 'Payment', and 'Confirmation'. The main content area is titled 'Demographics' and includes a sub-header 'Please complete the following questions. This information is used to positively identify you when performing a fingerprint/iris-based background check.' Below this is a 'Notice' box stating that Fieldprint is required to provide demographic values established by the FBI and/or state and federal agencies. A section titled 'Required Fields' lists various demographic information to be entered: Citizenship (dropdown menu showing 'UNITED STATES OF AMERICA (USA)'), Place of Birth (dropdown menu showing 'Georgia'), City of Birth (text input showing 'Atlanta'), Gender (dropdown menu showing 'Male'), Height (input fields for '5' ft and '10' in), Weight (input field showing '170' lb), Eye Color (dropdown menu showing 'Gray'), Hair Color (dropdown menu showing 'Gray or Partially Gray'), and Race (dropdown menu showing 'Asian/Pacific Islander'). At the bottom of the form are 'Back' and 'Continue' buttons.

## Authorizations

You will next review the **Biometric Disclosure**. Click **I agree** and enter your full name to consent, and click **Continue** to move forward.

The screenshot shows the 'fieldprint' logo in the top left corner. In the top right, there are links for 'English', 'Contact Us', and a user icon. On the left side, there is a vertical menu under the heading 'Data Collection' with options: 'Personal Information', 'Demographics' (checked), 'Authorizations' (selected), 'Biometric Disclosure', 'GA Privacy Statements', 'Send Request to Review', 'Schedule Appointment', 'Payment', and 'Confirmation'. The main content area is titled 'Biometric Disclosure' and includes a sub-header 'State Required Biometric Information Disclosure and Authorization'. Below this is a paragraph explaining that fingerprints will be collected, stored, and used in connection with the contract and/or employment with the organization requesting the fingerprint (ORGANIZATION). It also states that the user's fingerprints are being collected and used in order to obtain criminal history records information (CHRI) from state governments and/or agencies in connection with the contract and/or employment or volunteering with FIELDPRINT, or its licensing, so the user may be eligible for employment. A section titled 'Authorization to Obtain and Disclose Biometric Information' contains three paragraphs: the first states that by signing below, the user authorizes Fieldprint, Inc. to collect, store, and use their fingerprints and to share their biometric information with the ORGANIZATION; the second states that by signing below, the user acknowledges and agrees that this authorization is valid and irrevocable; and the third states that the user certifies under penalty of law that they are the same person who is being fingerprinted. At the bottom of the form are 'Back' and 'Continue' buttons.

You will next review the **GA Privacy Statements**. Click the box next to “I acknowledge that I have read, understand, and agree to the above statements.”

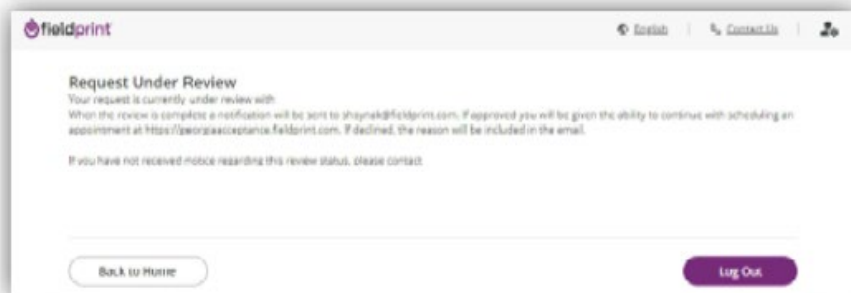
The screenshot shows the 'GA Privacy Statements' page. On the left sidebar, under the 'Authorization' section, the 'GA Privacy Statements' option is selected, indicated by a red arrow. The main content area is titled 'NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS' and contains detailed text about the applicant's rights and the agency's policies. A red box highlights the link 'To download this document click [GBI Documents](#)'. At the bottom of the page, there is a checkbox labeled 'I acknowledge that I have read, understand, and agree to the above Statement.\*' with a red arrow pointing to it. The page also features a 'Back' button and a 'Continue' button.

## Send Request to Review

If you selected a Reason that requires Agency Approval, you will see the **Send Request to Review** page. Clicking **Submit Request** will submit your request for review by the Georgia organization or agency listed.

The screenshot shows the 'Send Request to Review' page. The left sidebar has the 'Send Request to Review' option selected. The main content area explains that the request will be sent for review to the SECRETARY OF STATE/AGASSAGE and provides instructions on how to proceed. At the bottom, there are 'Back' and 'Submit Request' buttons.

Submitting the request will put the request under review.



## Agency Decline or Approval



You will be notified once the organization or agency has reviewed and approved your request.

View 205755533 Call Mail  
customerservice@myfieldprint.com  
ACCEPTANCE TESTING GAPS Registration Approval  
10 101 HENRIKKE 11 Department

Name:  
Registration Date:  
Registration ID:  
Reason for Fingerprint:  
Results to be sent to:

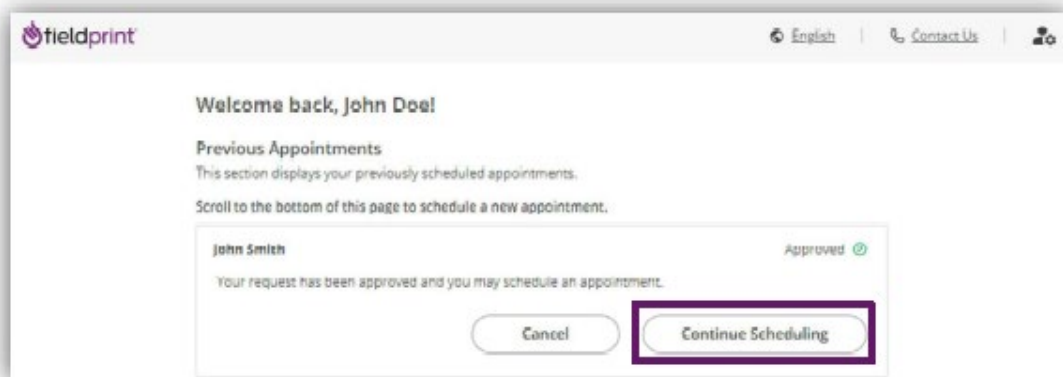
Your registration has been approved. Return to [georgia.fieldprint.com](http://georgia.fieldprint.com) to select a Fieldprint fingerprint site to have your fingerprints scanned and submitted to the Georgia Bureau of Investigation (GBI) and the Federal Bureau of Investigation (FBI), if applicable within 180 days. If you fail to submit prints within 180 days, your registration will be canceled and you will need to register again.

If you need assistance, please contact the Fieldprint, Inc. at 1-877-614-4364 or email us at [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com).

# Schedule Fingerprint Appointment



When you log back in, the system will prompt you to **Continue Scheduling**.



## Schedule Appointment

Next you will select a location, date, and time for your Livescan fingerprint capture. The system will default to the home address entered, but you are able to change to another address that may be more convenient. Sites can be sorted by distance or soonest available time. Each entry will provide the address, hours of operation, and other key information about the site. Once you choose a site, click **Find Availability**.

The screenshot shows the 'Schedule Appointment' page on the Fieldprint website. On the left is a vertical navigation menu with the following items: 'Data Collection' (with sub-items 'Personal Information' and 'Biometrics'), 'Livescan/ID Card', 'Biometric Disclosure', 'GA Privacy Statements', 'Consent Builder for Biometric', 'Schedule Appointment' (highlighted in dark purple), 'Payment', and 'Confirmation'. The main content area is titled 'Fieldprint Location'. It contains a search bar with the address '100 Cherry Tree Lane NE, Sandy Springs, GA 30328' and a 'Find' button. Below the search bar, it shows '20 Results for 100 Cherry Tree Lane NE, Sandy Springs, GA 30328'. A calendar view shows dates from Wednesday, March 22 to Monday, March 27, with the 23rd, 24th, 25th, and 26th marked with purple icons. Below the calendar are two tabs: 'Distance' and 'Soonest Available Time'. The results list shows two locations: 1. 'Fieldprint Site - Mail Center Etc' at 6696 Roswell Road, Atlanta, GA 30328, and 2. 'Fieldprint Site - The UPS Store 42286' at 4280 Ashford Dunwoody Road, Atlanta, GA 30328. Each location entry includes hours of operation (MTUWTH F 10:00 AM - 04:00 PM), a list of features (No Additional Fees, ADA Compliant, Livescan, Expedited Processing, Photo, ID), and a distance indicator (0.00 mi and 2.16 mi respectively). Each entry has a 'Find Availability' button. The top of the page includes the Fieldprint logo, a language selector set to 'English', a 'Contact Us' link, and a user profile icon.



Using the dropdowns you will select the date and time for your appointment and click **Continue**.

**fieldprint** English Contact Us

**Data Collection**

- ✓ Personal Information
- ✓ Demographics

**Authorization**

- ✓ Biometric Disclosure
- ✓ GA Privacy Statements

**Schedule Appointment**

Confirmation

**Fieldprint Location**  
Back to 20 Results

**Schedule Appointment**

Fieldprint Site - Mail Center Bldg, 8505 Roswell Road, Abernathy Square, Suite G, Atlanta GA 30328-  
M TU W TH F 10:00 AM - 04:00 PM

0.33 mi

★ — Required Fields

Available Date\* April 14 2023

Part of day\* Evening (after 5 PM) 5:00 PM

Time

- 5:00 PM
- 5:10 PM
- 5:20 PM
- 5:30 PM
- 5:40 PM
- 5:50 PM
- 6:00 PM
- 6:10 PM
- 6:20 PM

**Continue**

## Payment

If you are required to pay for the fingerprint appointment, you will select your method of payment – either PayPal or debit / credit card. Cards accepted include MasterCard, Visa, American Express, and Discover.

**fieldprint** English Contact Us

**Data Collection**

- ✓ Personal Information
- ✓ Demographics

**Authorization**

- ✓ Biometric Disclosure
- ✓ GA Privacy Statements

Send Request to Review

**Schedule Appointment**

**Payment**

Confirmation

**Payment**

Date and Time: March 23, 2023 11:20 AM

Location: Fieldprint Site - The UPS Store #2236  
4780 Ashford Dunwoody Road, Ashford Place Shopping Center, Dunwoody GA 30328

**fee type**

Background Check Fee	Fee
\$51.50	

**Your Total to Pay:** \$51.50

**Payment Method**

**PayPal**

**Debit or Credit Card**

Powered by PayPal

**Back** **Finish Scheduling**



## Request Printcard Packet (If Applicable)

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If a Livescan location is unavailable within the contracted range, the system will offer you the ability to request an ink card packet. This will also be the method used if you are located out of state. Clicking **Request Printcard Packet** will trigger a request to Fieldprint for a packet containing two barcoded fingerprint cards, instructions, and a return envelope to be mailed to your address.

Completed packets should be returned to:

Fieldprint, Inc.  
PO Box 407  
Marlton, NJ 08053

 **4. Prescott Valley Police Department**  
\* 7601 East Civic Circle, , Prescott Valley AZ  
86314  
TU TH 08:00 AM - 10:00 AM  
 5\$ - Site Fee  
 0.51 mi

[Request Printcard Packet](#)

## Confirmation

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After scheduling your appointment, you will receive a confirmation screen. The confirmation page will show your appointment number, location, date and time. There is important information noted on the confirmation page, displaying identification required for the appointment. **Be sure to bring the appropriate identification to your appointment.**

# Appointment Management

Logging back in as a returning user will allow you to manage your appointment or create another. Click **Reschedule** to change the appointment location, date, or time. Clicking **Schedule Another Appointment** will take you to complete a new registration.

Welcome back,

**Previous Appointments**


This section displays your previously scheduled appointments.


Scroll to the bottom of this page to schedule a new appointment.


#6197473 Suzanne Sorgetest Appointment

Scheduled

Date and Time: May 1, 2023 9:00 AM

Location:  Fieldprint Site - Marietta, GA 2 (Fox Laboratories)  
2625 Sandy Plains Road Suite 101 Marietta, GA 30066

 [Print Receipt](#)

 [View Map](#)

Cancel

Reschedule

You do not currently have a pending appointment. To begin scheduling a new appointment please click the button below.

Schedule Another Appointment

## International Applicants

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If you are an **international applicant**, you will not be able to use the Fieldprint Scheduling Website. Instead, you will use the following International Applicants process explained below:

1. The Georgia agency will provide you with the Originating Agency Identifier (ORI) and Reason for Fingerprinting (RFP) and then direct you to call Fieldprint at **844-886-0165**.
2. A Fieldprint representative will send you an email with the Georgia Privacy Statements waiver.
3. Once you return the waiver, the Fieldprint representative will create order in Hank (Fieldprint's fingerprint processing system).
4. While you are on the phone, Fieldprint will create an order based on the ORI/RFP provided and capture your Personal and Demographic information.
5. You will provide Fieldprint with payment.
6. Fieldprint will mail you a Printcard packet. The packet will contain two barcoded fingerprint cards, instructions and a return envelope. This packet will be mailed to the address you provide.
7. You will need to be fingerprinted on the cards and mail them back to Fieldprint.
8. Fieldprint will then scans the print cards into system and electronically submits them to GBI-AFIS.