Here is how to schedule a fingerprinting appointment:

1. When it is time for an applicant to be fingerprinted, direct them to log onto the www.fieldprintflorida.com website to schedule their appointment.

2. Click “Schedule An Appointment”.

3. Applicants will create a secure username/password and enter the Fieldprint scheduling system.

4. In the Reason why you need to be fingerprinted screen; the applicant will select from the drop down menu: **Florida Department of Health- Division of Medical Quality (MQA)**

5. The applicant will provide their contact and demographic info. The information requested on the scheduling site is the information required by FDLE/FBI in order to process the criminal search. This is the same information required to be completed by the representative on “the old” ink hard cards.

6. From this point forward the website will prompt the representative for the required information to find a local collection facility and schedule an appointment. Instructions, directions, maps, and photos will all be provided directly online.

7. If the representative has any issues or questions, they may contact our customer service team at (800) 799-1067 or at CustomerService@fieldprint.com. They may also select the “Contact Us” link on the website.