

CHWC EMPLOYEE BACKGROUND CHECKS

ALL EMPLOYEES MUST GO THROUGH THIS PROCESS EVERY 5 YEARS.

Below are the directions for the New Fingerprinting Process. CHWC will cover the cost of your Background Check...we have an account set up with Fieldprint so you will not be charged. Please let us know if you should have any questions.

LIVE SCAN FINGERPRINT INSTRUCTIONS

Catholic HEART Workcamp

To complete LIVESCAN fingerprints for CHWC follow these simple instructions:

1. Visit www.fieldprintflorida.com
Using the online service, go to the website and click on "Schedule an Appointment."
2. Under "New Users/Sign Up" enter an email address and click on the sign up button. Follow instructions for creating a Password and Security Question and then click "Sign up and Continue."
3. Select "I know my Fieldprint Code" and enter the DCF Fingerprinting Code: **FPCatholicHeart504**. You must also select the reason you need to be fingerprinted and enter the code: **(FL-DCF/VECHS)**. At this point, you are ready to enter your demographic information and schedule a fingerprint appointment at the location of your choosing.
4. Print the Confirmation Page at the end of the process. 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 drivers license.