Fieldprint maintains a specific website to support Georgia’s Applicant Processing System. This site will not only allow applicants to register online and schedule a fingerprint appointment, but also guide entities through the necessary steps to sign up to become a requesting agency.

**Getting Started – You must create a Georgia Account**

To begin scheduling go to [https://www.fieldprintgeorgia.com](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.

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

Enter the code from the email and click **Complete Registration** to move forward.
You will also receive an email confirming that your email address has been verified.

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

Please note  You may retrieve your username or password should you forget them by using the “Forgot username?” or “Forgot password” buttons.
New Applicant Registration

You will have a choice to enter either a **Fieldprint Code** (if provided by your employer or organization) or select the appropriate agency from the tiles provided below the Fieldprint code.
If you select an agency, you could be asked to specify the reason and Requesting Agency (if applicable). Useful links to resources for that agency are located at the bottom of the page.
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.**
Next, enter all **Demographics** required for the fingerprint check.

**Authorizations**

You will next review the **Biometric Disclosure**. Click **I agree** and enter your full name to consent, and click **Continue** to move forward.
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."
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. Otherwise, you will proceed directly to the Schedule Appointment page.

Submitting the request will put the request under review.

You will be notified once the organization or agency has reviewed and approved your request.
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**.
For Applicants that will have their Fingerprints completed outside the state of Georgia.

For applicants that are located outside the state of Georgia, Fieldprint will offer the closest Georgia locations to you AND/OR the closest locations in your state for Printcard packets. 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 or Request Printcard Packet.
Request Printcard Packet (If Applicable) **Fingerprints for locations outside of Georgia**

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

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

If the agency is paying, you will click the **Finish Scheduling** button without seeing the Payment page.
Confirmation

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.
You will also have the ability to **Print Receipt** which contains appointment information, what to bring, and contact information to reschedule.
International Applicants

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.