

Process for VECHS Background Checks – North Florida Area Assembly, AFG, Inc.

1. Go online to Fieldprint Florida ([www.fieldprintflorida.com](http://www.fieldprintflorida.com))
2. Click the red “Schedule an Appointment” button.
3. Enter your email address under “New Users/Sign Up” and click Sign Up. Follow instructions for creating a Password and then continue.
4. Select “I know my Fieldprint Code” and enter – FPAssemblyVOL120
5. Continue filling out your information and choose the location that works for you.

These pages are data collection for the background check.

**When you get to the page asking for who “asks” for the Background Checks:**

**You use this: North Florida Area Assembly, AFG, Inc**

**1700 North Monroe St, Suite 11-120**

**Tallahassee, FL 32303**

**850-556-9858**

6. At the end of the process, print the Confirmation Page. Take the confirmation page with you to your Fingerprint appointment, along with two forms of ID. One form must be a valid, government issued photo ID, such as a driver’s license.
7. You will need to pay whatever the costs are.

VECHS code for North Florida Area: V37040074

Fieldprint Florida Code for North Florida Area: FPAssemblyVOL120

VECHS website: <http://www.fdle.state.fl.us/content/getdoc/9023f5ac-2c0c-465c-995c-f949db57d0dd/VECHS.aspx>

Fieldprint Florida Website: [www.fieldprintflorida.com](http://www.fieldprintflorida.com)

On both of these websites you can find vendors who will take the fingerprint scans for VECHS. You do not have to use Fieldprint Florida. It is just one vendor that we have a partnership with.

You may be able to go to your local Sherriff’s Office or Police Station.