

**Florida Department of Financial Services
Online Fingerprint Registration Instructions**

Effective: *January 1, 2007*

To make a fingerprint reservation online:

1. Go to: <http://www.catglobal.com/CATGlobal8/flref2.asp>
2. You must "Create a New Account." The mandatory fields are indicated in bold. Once that is complete, you will receive a user identification and password.
3. Click "Log In" located on the right part of the screen. Complete the ID with the user identification you received and the password. Click "Continue."
4. Go to the left of the screen under "My Tasks" and click "Schedule a Test."
5. "Select a Test" appears. Utilizing the drop-down menu, select "Florida Fingerprinting" from the drop-down list entitled "Company/Assoc. Sponsor."
6. Select "**Florida Insurance Fingerprinting**" from the drop-down list entitled "Program."
7. Complete all of the required fields for fingerprinting; i.e., Occupation (Insurance License) Gender, Race, Height, Weight, Eye Color and Hair Color. Click "Continue."
8. "Select a Test" appears. Click "Continue" to confirm.
9. "Select a Test Center" appears. Utilizing the drop-down menu, select the city name of the test center you would like to have the service performed. Click "Continue."
10. A calendar will appear. Any date that fingerprint services are available is underscored. (____).
11. Select the date you want and the times available on that date will appear on the right of the screen. Select the time you want.
12. The next screen will allow you to "Review Your Selections." Select "Proceed to Checkout."
13. You must pay for the reservation by credit card (MasterCard, Visa, American Express, and Discover), debit card, electronic check or pre-paid voucher. Enter payment detail, when all information is correct, click "Continue."