

Florida Department of Financial Services, Division of Insurance Fraud Online Fingerprint Registration Instructions

Effective: *March 1, 2007*

To make a fingerprint reservation online:

1. Go to: <http://www.pearsonvue.com>
2. On the right hand side of the page under Services, click **Digital Fingerprinting Services**.
3. Click **Florida Applicant Fingerprinting Services** from the list.
4. Under Fingerprinting Services click **Make Your Fingerprint Reservation Online**.
5. In the middle of the page, click **Create a New Account**
6. The mandatory fields are indicated in **bold**. Once that is complete, you will receive a user identification and password.
7. 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**.
8. Go to the left of the screen under My Tasks and click **Schedule a Test**.
9. "Select a Test" appears. Utilizing the drop-down menu, select **Florida Fingerprinting** from the drop-down list entitled "Company/Assoc. Sponsor."
10. Select **Florida Fraud Division Fingerprinting** from the drop-down list entitled "Program."
11. Complete all of the required fields for fingerprinting; i.e., Occupation (Law Enforcement Fingerprint) Gender, Race, Height, Weight, Eye Color and Hair Color. Click **Continue**.
12. "Select a Test" appears. Click **Continue** to confirm.
13. "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**.
14. A calendar will appear. Any date that fingerprint services are available is underscored. (____).
15. 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.
16. The next screen will allow you to "Review Your Selections." Click **Proceed to Checkout**.
17. **You MUST pay for the reservation using a pre-paid voucher.** Vouchers are issued by the Fraud Division. Enter the payment detail and when all information is correct, click **Continue**.

If you are having difficulty making your fingerprint reservation online or require assistance, please call: 1-888-204-6261.