

FLDBPR, Real Estate and Appraisers

Online Registrations for Fingerprint FAQs

Effective March 1, 2008

To make a fingerprint reservation online:

1. You must create a *new test-taker account*. The mandatory fields are indicated in **bold**. Once that is complete, you will receive a user identification and password.
2. Select "Log In" located on the right part of the screen. Complete the ID with the user identification you received and the password. Press "Continue."
3. Go to the left of the screen under "My Tasks" and select "Schedule Test."
4. Select "Florida Fingerprinting" from the drop-down list entitled "Company/Assoc. Sponsor."
5. The next screen will confirm that you are requesting "Florida Fingerprinting." Select "Continue."
6. Complete all of the required fields for fingerprinting; i.e., Occupation (Construction), Gender, Race, Height, Weight, Eye Color and Hair Color. Select "Continue."
7. "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. Select "Continue".
8. A calendar will appear, on which any date that fingerprint services are available is underscored. (____).
9. Select the date you want and the times available on that date will appear on the right of the screen.
10. Select the time you want and a confirmation of the date, time and location will appear on screen.
11. Select "Proceed to Checkout." If all information is correct select "Continue."
12. You must pay for the reservation by credit card (Mastercard, Visa, and American Express), debit card, electronic check or pre-paid voucher.