

Fingerprint Instructions Form
Planned Printing ONLY

Please follow the instructions below to schedule an appointment for fingerprinting:

1. You may schedule an appointment online at: <http://www.identogo.com>

(Click on Florida and follow the prompts to schedule your appointment)

You can also make your appointment by telephone at: 1-800-528-1358

2. Please supply the following information:

Planned Placement

Originating Agency Identifier (ORI) FL923343Z

OCA- DCF Live Scan Originating Agency Case Number (OCA) 15562224Z

Account Number- FLB00A142

3. Please verify with the vendor that they inputted the proper information highlighted above.
4. You will receive a receipt upon completion of the fingerprints that will include a Transaction Number (TCN). Please take a photo of your receipt and send to the assigned worker once fingerprinting is completed.