



# The Basilica School of Saint Mary Star of the Sea

700 Truman Avenue  
Key West, FL 33040  
305-294-1031

[www.basilicaschoolkeywest.com](http://www.basilicaschoolkeywest.com)



## Scheduling a Fingerprinting Appointment:

1. If you are a volunteer, staff member, etc., and need to be fingerprinted for the Archdiocese of Miami, go to the Fieldprint Florida website ([www.fieldprintflorida.com](http://www.fieldprintflorida.com))
2. Click *Schedule an Appointment*
3. Sign up with your e-mail address, create a secure username/password, and enter the Fieldprint scheduling system.
4. In the *Reason Why You Need to Be Fingerprinted* screen, click on *I know my Fieldprint Code* and input one of the following access codes. This opens the online scheduling tool.  
**Please note that the access codes are case sensitive:**

School Employee	FPAOMSchoolEmp
School Volunteer	FPAOMSchoolVol
School Vendor/Contractors	FPAOMSchoolVend
Parish Employee	FPAOMParishEmp
Parish Volunteer	FPAOMParishVol

5. You will be asked to provide your contact and demographic info. The information requested on the scheduling site is the information required by FDLE/FBI in order to process the criminal search. (This is the same information required on the old ink hard cards.)
6. The website will prompt you for the required information to find a local collection facility and schedule an appointment. Instructions, directions, maps, and photos will all be provided directly online. In the Florida Keys, fingerprinting for the Archdiocese of Miami can be done at The Basilica School of Saint Mary Star of the Sea, 700 Truman Avenue, Key West, Florida 33040.
7. You must bring two forms of ID to the fingerprinting; the registration process tells you what forms of ID are accepted. The fingerprinting usually takes about 15 minutes.
8. If you have any questions, please call The Basilica School office at 305-294-1031 or contact the FieldPrintFlorida customer service team at (877) 614-4364, [CustomerService@fieldprint.com](mailto:CustomerService@fieldprint.com), or the *Contact Us* link on the website.