

To schedule a fingerprint appointment, the employees/volunteers may follow these simple instructions:

1. Visit <http://nfcsc.org/Camp/make-an-appointment/>.
2. Using the calendar, please click on a date and time on which you are available for a 15 minute phone call. All the dates/times that are colored green are open.
3. Once you choose to schedule that appointment, you will receive an e-mail confirmation. Before your appointment, you must fill out and send the Privacy Policy Acknowledgement form to info@nfcsc.org. That form is available at <http://nfcsc.org/Camp/volunteer/>. *Note: You will not be able to start the screening process without the Privacy Policy Acknowledgement Form.*
4. On the date and time you selected, one of our staff will call you (using the phone number you provided). They will ask you for some basic information that they will put into the Clearinghouse website. Once this is completed, you can make a fingerprinting appointment by visiting www.fieldprintflorida.com.
5. Click the purple "Schedule An Appointment" button on the right.
6. Enter an e-mail address under "New Users/Sign Up" and click the "Sign Up" button. Follow the instructions for creating a password and security question and then click "Sign Up and Continue".
7. Select "I know my Fieldprint Code" and enter code: FPNFLChristianSummer446. You may also select the reason you need to be fingerprinted (FL-DCF/VECHS) and enter the code. At this point, you are ready to enter your demographic information and schedule a fingerprint appointment at the location of your choosing.
Please note: Under Employer Information, please use the camp's information.
North Florida Christian Service Camp
6779 Camp Road
Keystone Heights, FL 32656
Phone: 352-473-3281
8. At the end of the process, print the confirmation page. Take the confirmation page with you to your fingerprint appointment, along with two forms of identification. At least one form of ID must be a valid, government issued photo ID, such a driver's license.

Thank you for your service to God and His Kingdom. If you have any questions about these regulations and what they mean for you, please contact one of our staff members at info@nfcsc.org.

In His Service,
The Staff at North Florida Christian Camp