



Pasco County Schools Background Instructions

1. Visit <https://schedule.fieldprint.com> to schedule your background check
2. Enter an email 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”.
3. Click on the “Schedule an Appointment” button.
4. Fieldprint Code: **FPPascoVendor**
5. Please use ESS as your employer, and 7227 Land O Lakes Blvd Land O Lakes, FL 34638 as the employer address when filling out the form. DO NOT USE the apostrophe in the address.
6. Enter the contact and demographic information required by the FBI and schedule an appointment at the location of your choosing.

Be prepared to pay online using a credit or debit card. If you do not have a credit or debit card, you can use a Visa/Amex/MC gift card available for purchase from your local grocery store or pharmacy. The cost is \$89.58.

7. At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your appointment along with two forms of identification.
8. If you have any questions or problems, you may contact Fieldprints’ customer service team at 877-614-4364 or customerservice@fieldprint.com.
9. When complete, please email your name and the date that you completed the fingerprints to BSisk@ESS.com. Failure to complete this step will delay the hiring process.

I hope this helps. Please let me know if there is any way that I can assist you.

Regards,
Brittany Sisk
Recruiter