

# CHANGES TO DECAL'S FINGERPRINTING PROCESS

April 2023

**The Georgia Bureau of Investigation (GBI) has selected FieldPrint to replace GEMALTO as the new fingerprint contractor for all state agencies, effective May 1, 2023.**

**Here are the key steps in FieldPrint's fingerprint process:**

- Complete the DECAL background check application as before
- Applicant receives an email with login instructions for FieldPrint website
- Applicant logs into FieldPrint site using email address and unique username and password
- Applicant makes an appointment for fingerprinting at FieldPrint location
  - Minimum 4-hour appointment scheduling window required
  - Appointments can be cancelled or rescheduled prior to the appointment time

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## **How is DECAL's Fingerprinting Process Changing?**

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# Overview of the FieldPrint Fingerprinting Application Process

## 1. Application is created, approved by employer, and submitted to FieldPrint

- Applicant completes and signs the KOALA background check application found at [www.decal.ga.gov](http://www.decal.ga.gov) CRC page: [Comprehensive Background Check Application \(decalkoala.com\)](http://decalkoala.com)
- Director approves the background check application in the childcare program's KOALA account.
- **Applicant's name and date of birth must exactly match the photo ID presented at the fingerprint location**

## 2. DECAL KOALA sends email to applicant to set up FieldPrint account

- After the application is approved DECAL sends an email to the applicant to set up an account with FieldPrint
- The applicant sets up a password-protected account with FieldPrint to be used each time fingerprinting is needed

## 3. Applicant makes a fingerprinting appointment

- Once the FieldPrint account is set up the applicant makes an appointment to be fingerprinted
- **Fingerprinting Appointment Number is generated; Applicant must bring this number to the fingerprint location.**

# Details of the FieldPrint Fingerprinting Process

April 2023



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**STEP 1:**  
**Application is Created by Applicant,  
Approved by Employer, and Registered with  
FieldPrint**



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# The Koala Application

- Applicant completes and signs the background check application
- Director approves application in the center's DECAL KOALA account
- **Applicant's name and date of birth must exactly match the photo I.D. presented at the fingerprinting location**
- Applicant receives an email from DECAL with instructions for setting up their FieldPrint fingerprint appointment

- [Instructions for filling a Comprehensive Background Check Application](#)
- [Instructions for Fingerprinting](#)
- Do not use initials for any part of your name.
- **Place of Birth:** State or Territory of birth and Country if not USA.
- **SSN:** A Social Security number is required for online comprehensive background check application submission. If you do not have a Social Security number, please complete and mail a paper application to DECAL for processing. [Click here to print the application.](#)
- At least one phone number must be entered to submit a Comprehensive Background Check Application.

Date of Birth:  Applicant/Employee Type:  Date of Hire:

### Applicant Information

Applicant Last Name:  Applicant First Name:  Applicant Middle Name:  Maiden/Alias Name:

Gender:  Race:  SSN:  Place of Birth:

Height:  feet  inches Weight:  in lbs Eye Color:  Hair Color:

Home Phone Number:  Cell Phone Number:  Personal E-mail Address:

### Home Address

Same as Facility Address

Street:  City:  State:  Zip:

### Mailing Address

**Note:** The comprehensive background check results will be mailed both to the center and to the mailing address entered here.

Same as Home Address

Street:  City:  State:  Zip:

### Out of State Residence

In the past five years, have you resided in a U.S territory, a U.S. tribal land, or a U.S. state other than Georgia?  
 Yes  No

**Applicant verify the information above and read the Consent Statement**

I, *Applicant Name*, hereby authorize Bright from the Start: Georgia Department of Early Care and Learning (DECAL) to receive any criminal history record information pertaining to me which may be on file with any criminal justice agency in the United States, its territories or tribal lands. I authorize DECAL to conduct a search of the sex offender registry and the child abuse/neglect database of Georgia and of any state in which I've resided within the past five years. I further authorize DECAL to release a fitness determination to the program identified below. I affirm that I have read the applicant's privacy rights found [HERE](#). I understand that this authorization is valid for up to and including 180 days from the date of signature for the criminal history release and that Georgia law authorizes DECAL to require additional comprehensive background checks when the department has reason to believe that I have a record that renders me ineligible to have contact with children in the center or during the course of an investigation.

**STEP 2:  
DECAL Sends Email To Applicant  
To Set Up Account**









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# The Email from DECAL with instructions for setting up FieldPrint account

- Allows the applicant to register the application with FieldPrint to set up fingerprint appointment

DECAL KOALA: Comprehensive Background Check Application Number 493852 submitted for Mickey Mouse

 DECAL Records Check Unit Test <CRCDev@dec.al.ga.gov>  
To:  Glen Clardy

  Reply  Reply All  Forward

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

A comprehensive background check application number **493852** was submitted online on 2/24/2023 for **Mickey Mouse**.

**Action Required:** To create your Fieldprint account and schedule an appointment you will need to [click this link](#) before you proceed to the fingerprint location.

Once completed please print or copy the order number to present at the fingerprint location.

Be sure to have Mickey Mouse submit fingerprints so this application can be processed in a timely manner.

Follow this link [click this link](#) to find the most convenient fingerprinting site. DECAL Records Unit staff will process the application as quickly as possible once the fingerprint results are received.

If you need additional assistance, please contact the DECAL Records Unit at 1-855-884-7444 or [CRC@dec.al.ga.gov](mailto:CRC@dec.al.ga.gov).



## Sign Up

For new users, please select "Sign Up" below to schedule a fingerprinting appointment.

Sign Up

## Returning User Login

For existing users, please select "Log In" below to check appointment status, view and print receipts or reschedule an existing appointment.

Log In

## E-SIGN Act Disclosure and Consent ("Consent Agreement")

Pursuant to the Federal Electronic Signatures in Global and National Commerce Act ("E-Sign Act"), you have a right to receive any disclosures or notices in a non-electronic form. Before providing electronic signatures or obtaining legally required disclosures and notices electronically, please review and indicate your acceptance of the terms below. If you do not accept these terms or do not agree to the use of electronic disclosures and signatures, we will provide you with, or make available to you, any required disclosures on paper or non-electronic form at no additional charge to you.

### 1. Intent to Use Electronic Signatures

By clicking on the "I Agree" button below—which you hereby adopt as your electronic signature—you affirmatively consent and agree that you are signing this Consent Agreement electronically and your electronic signature on agreements and documents has the same effect as if you signed them in ink. You further agree that your electronic signature is the legal equivalent of your manual signature and will continue to be throughout the fingerprinting process.

By clicking on the "I Agree" button below, you agree to the use of electronic signatures, such as your act of clicking, checking or otherwise manifesting your assent throughout the fingerprinting process. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in providing or making any agreement, acknowledgement, or consent constitutes your signature (hereafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature or any resulting contract.

### 2. Consent to Electronic Disclosures & Notices

By clicking on the "I Agree" button below, you consent to the electronic delivery of any disclosures, agreements, change notices, terms and conditions and any other documents throughout the fingerprinting process. Your consent applies to any disclosures and notices required to be provided to you in accordance with Federal or state law or regulations. You also agree that we do not need to provide you with additional paper (non-electronic) copies of the disclosures, agreements, change notices, terms and conditions and any other documents, unless specifically requested. **If you would like to request additional paper copies of any of the aforementioned documents, you may do so at no additional charge to you by emailing [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com).**

### 3. Withdrawal of Consent to Electronic Signatures & Electronic Disclosures

You may withdraw your consent to use electronic signatures or to receive electronic disclosures at any time by contacting us via email at [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com). Any withdrawal of your consent to receive electronic disclosures or to use electronic signatures will be effective only after we have a reasonable period of time to process your withdrawal. However, withdrawing your consent to this Consent Agreement will terminate your ability to provide electronic signatures and to receive disclosures and other documents electronically. Continuing to provide electronic signatures after withdrawing consent is reaffirmation of your consent to the use of electronic signatures under the E-SIGN Act.

### 4. You Must Keep Your Contact Information Current

In order for us to be able to provide you with important notices and other information from time to time, you must ensure that the contact information in your online profile is current. This includes, but is not limited to, name, address, phone numbers, and email or other electronic addresses. **In order to update your information, contact us via email at [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com).**

### 5. Hardware and Software You Will Need

To use our online processes, you will need Internet browser software that supports at least 128-bit encryption, a current version of a program that accurately reads and displays PDF files (such as Adobe Acrobat Reader), a printer if you wish to print out and retain records, disclosures, etc. on paper, and a current and valid email address. You are responsible for the installation, maintenance, and operation of the computer and browser software that you use for these online services.

By clicking on the "I Agree" button below, you acknowledge that you are able to access information in the electronic form that will be used to provide the information that is the subject of this Consent Agreement.

Please indicate your consent to the use of electronic signatures and your consent to receiving disclosures and notices electronically by clicking on the "I Agree" button below. By providing your consent, you are also confirming that you have the hardware and software described above, that you are able to provide electronic signatures, and that you have an active email account. You are also confirming that you are authorized to provide this consent.

By clicking on the I Agree button I agree to the use of electronic signatures and to receiving documents and disclosures electronically.

If you **DO NOT AGREE** to the use of electronic signatures and to receiving documents and disclosures electronically, then please contact Fieldprint Customer Service at the following email address to assist you with a non-electronic option: [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com) or call 888-472-8918.

You can download the "Consent Agreement" as a PDF file.

 [Consent Agreement.pdf \(120 K\)](#)  [Download](#)

I do not agree

I Agree



# Creating a FieldPrint Account

## E-Sign Disclosure & Consent Agreement

Applicant must read the Agreement and click the "I Agree" button at the bottom



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## Create Account

Please fill in the following fields to create an account.

\* — Required Fields

Email *	<input type="text" value="e.g. example@domain.com"/>
Username *	<input type="text"/>
Password *	<input type="password"/> show
Confirm Password *	<input type="password"/> show
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Mobile Phone Number	<input type="text"/>

### Security Questions

Please select three security questions and provide answers in the boxes below. Your answer(s) cannot contain your username, password, email address or security question.

Security Question 1 *	<input type="text" value="Select one"/> ▼
Answer 1 *	<input type="text"/> show
Security Question 2 *	<input type="text" value="Select one"/> ▼
Answer 2 *	<input type="text"/> show
Security Question 3 *	<input type="text" value="Select one"/> ▼
Answer 3 *	<input type="text"/> show

Back

Continue

# Creating a FieldPrint Account

- Applicant must fill in all required fields on the form, including those for creating a unique username and password
- Applicant must select three security questions from the choices and provide answers that are easy to remember
- Applicant clicks “Continue” button after completing the form

## Verify Account

An email has been sent to your provided email address. The subject of the email will be "Fieldprint Scheduling Account Verification" and will arrive from email sender [auth@fieldprint.com](mailto:auth@fieldprint.com).

Please follow the directions in the email to continue creating your account.

You may need to check your Junk or Spam folder.

① Please do not close your browser.

If your browsing session closes, please log back in using your username and password and enter the 8-digit **Verification Code** emailed to you at the email address provided during account creation. This **Verification Code** will expire after 30 minutes.

\* — Required Fields

Verification Code\*

⚠ Please enter your Verification Code to continue.


Didn't receive an email? Click [here](#) to resend email.

Complete Registration

# Creating a FieldPrint Account

## User Account Verification

- **After creating an account, applicant will receive an email with the Subject Line: "FieldPrint Scheduling Account Verification" from [auth@fieldprint.com](mailto:auth@fieldprint.com)**
- **The email will contain a Verification Code to be entered on the page**
- **Click the link provided to have the email or code resent if lost, forgotten, or not received**

 Your account has been verified

You have successfully verified your account, please log in.

## Log in

Username

Password

[Back](#)

[Login](#)

[Forgot username?](#) [Forgot password?](#)

# Logging In To FieldPrint User Account

- **When all steps are completed, applicant receives a notification that the account has been verified**
- **Applicant can now log in**

# Logging In To FieldPrint User Account

## Log In Confirmation

- **Applicant will have to provide the answer to one of the security questions selected when the account was created**

## Login Confirmation

What was your favorite childhood pet's name?

Remember this device/computer for future visits

Continue

## Data Collection

Georgia DECAL Demographics

Contact Info

## Authorization

Biometric Disclosure

GA Privacy Statements

## Schedule Appointment

## Confirmation

### Georgia DECAL Demographics

Please confirm your information below.

\* — Required Fields

CRC Application #\* 

493852

Last Name\*

Date of Birth\*

Month



Day



Year



Cancel & Start New

Continue

# The FieldPrint User Account

- After logging in, Applicant will see that the CRC Application Number is automatically populated
- Applicant will enter Last Name and Date of Birth and click “Continue” at the bottom of the page to schedule an appointment



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## Data Collection

- ✓ Georgia DECAL Demographics
- ✓ Contact Info

## Authorization

- Biometric Disclosure
- GA NonCriminal Applicant Privacy Rights

## Schedule Appointment

## Confirmation

## Biometric Disclosure

### State Required Biometric Information Disclosure and Authorization

Please be advised that your fingerprints will be collected, stored, and used in connection with your contract and/or employment with organization requesting your fingerprints ("ORGANIZATION"). Such collection, storage, and use of your fingerprints may occur at any time after the company receives your written authorization, including during the hiring process, as well as during the course of your contract and/or employment with ORGANIZATION or for volunteering/licensing, as the case may be, where permitted by law ("Stated Purposes").

Your fingerprints are being collected and used in order to obtain Criminal History Record Information (CHRI) from state governments and/or agencies in connection with your contract and/or employment or volunteering with ORGANIZATION, or for licensing, as the case may be.

Your fingerprints and any information obtained using your fingerprints will be retained and stored by Fieldprint, Inc., and will be permanently destroyed minimally after three (3) years of your last interaction with Fieldprint, Inc. In some instances, we may retain your fingerprints for less than three (3) years or indefinitely, based on the requirements of our clients, which may be regulatory or otherwise. For the exact retention period for your particular purpose, please contact us at (888) 472-8918. You may view Fieldprint, Inc.'s Privacy Policy, on the retention and destruction of biometric information <https://www.fieldprint.com/privacy-policy/>.

### Authorization to Obtain and Disclose Biometric Information

By signing below, I hereby authorize Fieldprint, Inc. to collect, store, and use my fingerprints, and further authorize Fieldprint, Inc. to disclose and use my fingerprints to obtain criminal background information in connection with my Stated Purposes.

By signing below, I further authorize Fieldprint, Inc. to share my fingerprint information, criminal results, and any other information obtained using my fingerprints with ORGANIZATION for the Stated Purposes.

By signing below, I acknowledge and agree that this authorization to obtain and disclose/share my biometric information, criminal results, and any other information obtained using my fingerprints, is valid now as well throughout the course of my contract, employment, volunteering, and/or licensing, as may be applicable, with ORGANIZATION, where permitted by law.

TO USE THIS SERVICE, YOU CERTIFY UNDER PENALTY OF LAW, THAT YOU ARE THE SAME PERSON WHO IS BEING FINGERPRINTED, WHO IS REVIEWING ALL OF THE APPLICABLE NOTICES AND COMPLETING THE APPLICABLE FORMS. IT IS STRICTLY PROHIBITED FOR ANYONE ELSE TO PROCEED FURTHER EXCEPT THE PERSON WHO IS BEING FINGERPRINTED, UNLESS YOU HAVE WRITTEN APPROVAL FOR SPECIAL CIRCUMSTANCES, SUCH AS A DISABILITY, FROM FIELDPRINT, INC. OR THE REQUESTING ORGANIZATION/AGENCY.

I agree \*

Your Full Name Mickey Willie Mouse

Today's date March 16, 2023

Back

Continue

# The FieldPrint User Account

## Biometric Disclosure

- Applicant must read and agree to Biometric Disclosure to proceed
- Check "I agree" and click "Continue"



## GA Privacy Statements

To download this document click [GBI Documents](#) .

### NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulation (CFR), 50.12, among other authorities.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared or explained.
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on the information in the criminal history record.

# The FieldPrint User Account

## Georgia Privacy Statements

- **Applicant must read the Georgia Non-Criminal Justice Applicant's Privacy Rights**
- **Applicant must “agree” and click “Continue” to schedule the fingerprinting appointment**

**STEP 3:**  
**Applicant Makes the  
Fingerprinting Appointment**



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# Scheduling the Fingerprinting Appointment

## Location Selection

- **Applicant's home address is the default basis for finding a fingerprinting location**
- **Type in a different address if needed**

### Data Collection

- ✓ Georgia DECAL Demographics
- ✓ Contact Info

### Authorization

- ✓ Biometric Disclosure
- ✓ GA NonCriminal Applicant Privacy Rights

### Schedule Appointment

### Confirmation

## Fieldprint Location

Please enter an address below to locate nearby Fieldprint® locations.



Find

 Near My Home Address

- **The GBI requires that applicants be fingerprinted at a FieldPrint location in Georgia**
- **Applicants unable to travel to Georgia must request that FieldPrint mail them a Print Card Packet containing the required fingerprinting materials, including instructions, fingerprint cards, a sample card, and a business-reply envelope. Be sure to fingerprint on both sets of cards in the packet.**
- **Please allow 7-10 business days for receipt of the Print Card Packet and factor in that timeframe when making an appointment to complete the fingerprint card packet**

**Note: Some fingerprint ink card locations outside Georgia might have special rules or charge applicants special fees that DECAL cannot reimburse.**

## **Scheduling the Fingerprinting Appointment**

### **Instructions for Non-Georgia Residents**

**Data Collection**

- ✓ Georgia DECAL Demographics
- ✓ Contact Info

**Authorization**

- ✓ Biometric Disclosure
- ✓ GA NonCriminal Applicant Privacy Rights

**Schedule Appointment**

**Confirmation**

**Fieldprint Location**

Please enter an address below to locate nearby Fieldprint® locations.

100 Main Street, Disney, FL 32836

[Near My Home Address](#)

**20 Results for 100 Main Street, Disney, FL 32836**

Please use the options below to proceed with scheduling.

Thu 16 Mar  Fri 17 Mar  Sat 18 Mar  Sun 19 Mar  Mon 20 Mar  Tue 21 Mar

**1. Fieldprint Site - Mail & More**

944 Kings Bay Road, Kings Bay Shopping Center; Suite A, St. Marys GA 31558-  
M TU W TH F 08:20 AM - 05:40 PM SA 09:20 AM - 01:40 PM  
Unavailable: SA 11:00 AM - 12:00 PM  
✓ No Additional Fees ✓ ADA Compliant ✓ Livescan  
✓ Expedited Processing ✓ Photo ✓ I9  
📍 166.32 mi 🚸

**2. Fieldprint Site - Knowles Exams and More**

123 Glyndale Drive, (off of 341; behind old Pizza Hut), Brunswick GA 31520-  
M TU W TH F 09:30 AM - 04:00 PM  
✓ No Additional Fees ✓ ADA Compliant ✓ Livescan  
✓ Expedited Processing ✓ Photo ✓ I9  
📍 196.39 mi 🚸

**3. Fieldprint Site - The UPS Store #2160**

1709 Gornto Road, Suite A; next to Sprint, Valdosta GA 31601-  
M TU W TH F 10:00 AM - 05:00 PM  
✓ No Additional Fees ✓ ADA Compliant ✓ Livescan  
✓ Expedited Processing ✓ Photo ✓ I9  
📍 200.30 mi 🚸

**4. Windermere Police Department**

📍 620 Main Street, , Windermere FL 34786-  
W 09:00 AM - 03:00 PM  
✓ No Additional Fees  
📍 8.33 mi

**5. Kissimmee Police Department**

📍 8 North Stewart Avenue, , Kissimmee FL 34741-

A list of options will appear.

You may want to check several locations to find an appointment time which meets your schedule.

The earliest appointment will be at least four hours in the future.

Select Find Availability

# Scheduling the Fingerprinting Appointment

## Date & Time Selection

- After selecting a location, applicant will type in the desired month, day, and time for fingerprinting
- Earliest appointment must be at least 4 hours in the future

**Data Collection**

- ✓ Georgia DECAL Demographics
- ✓ Contact Info

**Authorization**

- ✓ Biometric Disclosure
- ✓ GA NonCriminal Applicant Privacy Rights

**Schedule Appointment**


Confirmation

### Fieldprint Location

[Back to 20 Results](#)

### Schedule Appointment

Fieldprint Site - Mail & More, 944 Kings Bay Road, Kings Bay Shopping Center; Suite A, St. Marys GA 31558-  
M TU W TH F 08:20 AM - 05:40 PM SA 09:20 AM - 01:40 PM Unavailable: SA 11:00 AM - 12:00 PM

166.32 mi 

★ — Required Fields

Available Date\*

Part of day\*

# Scheduling the Fingerprinting Appointment

## Appointment Review

- After applicant chooses location, time & date, the screen shows the selected appointment
- Applicant should review the selection and click the “Finish Scheduling” button

### Data Collection

- ✓ Georgia DECAL Demographics
- ✓ Contact Info

### Authorization


- ✓ Biometric Disclosure
- ✓ GA NonCriminal Applicant Privacy Rights

### Schedule Appointment

### Confirmation

## Schedule Appointment

Date and Time: March 24, 2023 2:00 PM

Location:  Fieldprint Site - Mail & More  
944 Kings Bay Road, Kings Bay Shopping Center; Suite A, St. Marys GA 31558-

[Back](#)

[Finish Scheduling](#)



# Scheduling the Fingerprinting Appointment

## Confirmation Details

- Applicant's screen will show a printable confirmation of the appointment location & time with driving directions
- This document will also include COVID-safety instructions
- Applicant will be told what pieces of identification to bring to the appointment
- Print this page and take to your appointment

**Data Collection**

- ✓ Georgia DECAL Demographics
- ✓ Contact Info

**Authorization**

- ✓ Biometric Disclosure
- ✓ GA NonCriminal Applicant Privacy Rights

**Schedule Appointment**

**Confirmation**

### Confirmation Details: Mickey Willie Mouse (Appointment #6201723)

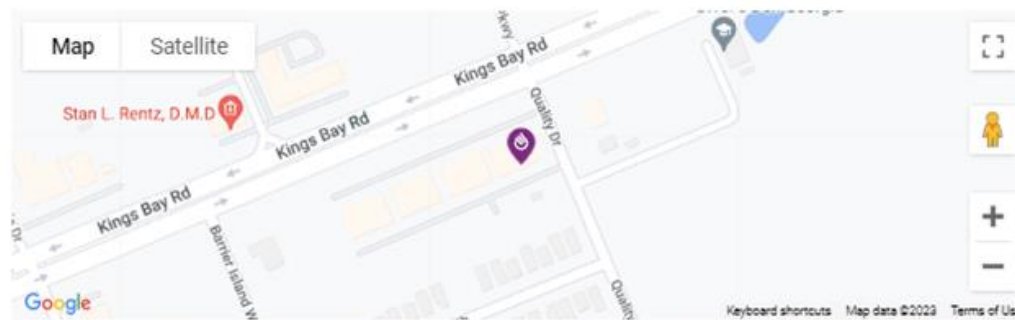
[Print Confirmation](#) [Get Directions](#) [Download Printable Documents](#)

Date and Time: Friday, March 24, 2023 2:00 PM  
Location:  Fieldprint Site - Mail & More  
944 Kings Bay Road, Kings Bay Shopping Center; Suite A, St. Marys GA 31558-



#### QR Code Notice

Fieldprint uses a camera to scan the QR code and locate your unique appointment information. The camera does not save data or records.



Your registration information will also be emailed to you for additional reference. If an email is not received within one hour, please contact Fieldprint@ at [Fieldprint@](mailto:Fieldprint@) 844-886-0165.

#### Coronavirus Notice

Please reschedule your appointment if you are experiencing any of the following symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue or body aches
- Headache
- New loss of taste or smell
- Sore throat





customerservice@fieldprint.com

To ● Glen Clardy



Reply

Reply All

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

You don't often get email from customerservice@fieldprint.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Greetings Mickey Mouse:

Your appointment has been scheduled for:

Appointment Date/Time: 03/24/2023 @ 2:00 PM  
Appointment #: 6201723

Appointment location:  
Mail & More  
944 Kings Bay Road  
Kings Bay Shopping Center, Suite A  
St. Marys, GA 31558

Coronavirus Notice: as a precautionary measure in light of the Coronavirus pandemic, please reschedule your appointment if you are experiencing any of the following symptoms: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, diarrhea or nausea or vomiting. This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19 at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

In light of COVID-19, you may be asked to wear a protective face mask to complete your Fieldprint appointment for the protection of yourself as well as others. Please note that while mask ordinances vary by state, businesses retain the right to enforce masking policies at their own discretion. Please be prepared to wear a face mask, should this be a requirement to complete your appointment.

Please be mindful of the following important items:

- For purposes of confirming identification for your appointment, you must present one (1) form of government-issued identification that is current, valid, unexpired and contains a photograph.
- If you do not bring at least one (1) current, valid, unexpired, acceptable forms of ID, your appointment cannot be completed. The First Name, Last Name, and Date of Birth provided for your appointment must match your provided form of identification exactly.
- Original Documents are required. Photocopies will not be accepted.
- Please be sure to attend at your specific appointment date and time.

IDENTIFICATION REQUIRED TO COMPLETE YOUR APPOINTMENT

Primary ID

- State-issued driver's license
- State-issued non-driver identity
- U.S. Passport / Passport Card
- Military Identification Card
- DOD Common Access Card

# Scheduling the Fingerprinting Appointment Confirmation Email

- Applicant will also receive an email confirmation of the appointment that includes
  - A list of approved forms of I.D.
  - The appointment number that the applicant must take, along with approved I.D., to the fingerprinting location
- Applicant should arrive at least 15 minutes before the appointment time to avoid having to reschedule




Georgia Dept of Early Care and Learning  
BRIGHT FROM THE START

Welcome back, Glen Clardy!


## Previous Appointments



This section displays your previously scheduled appointments.

Scroll to the bottom of this page to schedule a new appointment.

#6201723 Mickey Mouse Appointment Scheduled 

Date and Time: March 24, 2023 2:00 PM

Location:  Fieldprint Site - St. Marys, GA (Mail & More)  
944 Kings Bay Road Kings Bay Shopping Center; Suite A St. Marys, GA 31558-

 [Print Receipt](#)  [View Map](#)

[Cancel](#) [Reschedule](#)

You do not currently have a pending appointment. To begin scheduling a new appointment please click the button below.

[Schedule Another Appointment](#)

# Managing the Fingerprinting Appointment

- **Applicants can log into their FieldPrint accounts at any time to see or manage their appointment**
- **Fingerprinting appointments can be rescheduled at any time up to the appointment time**

# CONTACT INFORMATION FOR APPLICANTS

## FieldPrint

Email [customerservice@Fieldprint.com](mailto:customerservice@Fieldprint.com)

Call 844-886-0165 (8am-10pm ET, Mon-Sat)

## Decal Child Care Services

For other childcare related questions, please reach out to your regional consultant or you may call and ask to speak to an intake consultant at 404-657-5562.

## Decal Criminal Records Check Unit

1-855-884-7444