How to Schedule a Fieldprint® LiveScan Appointment

Below is a step-by-step guide for a **licensee of a child care center or day camp, or an applicant for a child care center or day camp license** to schedule a Fieldprint® LiveScan appointment for a fingerprint-based criminal background check.

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1. Access the Wisconsin Fieldprint® website at http://fieldprintwisconsin.com
2. Click "Schedule an Appointment" button.
3. Follow the on-screen instructions to register with Fieldprint® or log-in if you are an existing user.
4. On the "Reason" screen enter Fieldprint Code: **FPWIDCFLicensee**. You cannot continue to schedule the appointment without this Code.
5. Complete demographic information.
6. Under "Additional Information", enter your "Reference Code" number found in the letter from the Department of Children and Families. You cannot continue to schedule the appointment without this Code. If you lose your reference code, contact the Caregiver Background Unit at (608) 266-8001 or e-mail: DCFPlicBECRCBU@Wisconsin.gov
7. Read through the "Release" information and "Privacy Statement." Provide information requested.
8. Read through the "Challenge Notice" and continue.
9. Enter your address to find Fieldprint® locations nearest to you. Schedule an appointment.
10. ***Note:*** *If a Fieldprint® LiveScan site is greater than 35 miles away, there will be an option to schedule an appointment to have your prints rolled at a closer site using Fieldprint® print cards. A packet containing print cards and detailed instructions will be mailed to you. Bring the print cards to your appointment and mail the completed cards in the return envelope provided in the packet. An additional "site fee" may apply.*
11. Pay for your record check on-line using a credit card, debit card or electronic check. Cost of record check is $40.50. You cannot continue to schedule your appointment without completing this step.
12. Print appointment confirmation (includes the Fieldprint® Registration number located above the appointment date & time) and bring it along with two forms of identification (one must be a picture ID). The appointment cannot be completed if these items are not present.

Acceptable Picture Identification:

- ✓ State-Issued Driver's License
- ✓ State-Issued Non-Driver's License ID Card
- ✓ U.S. Passport
- ✓ Military Identification Card
- ✓ Work Visa with Photo
- ✓ Foreign Passport

Acceptable form of Secondary Identification

- ✓ Credit Card
- ✓ Bank Statement
- ✓ Birth Certificate
- ✓ Marriage Certificate
- ✓ Citizenship or Naturalization Certificate
- ✓ Electric/Utility Bill
- ✓ Federal Government Personal Identity Verification card
- ✓ Social Security Card

13. Attend the appointment; rescheduling fees will be assessed if you fail to appear for your appointment or cancel within 24 hours of the scheduled appointment time.