

Fingerprint Instructions

Most Fitness applicants will be required to submit fingerprints through our vendor, Fieldprint. After applicants register through the FieldPrint website, the process for submission of fingerprints will vary depending on whether the applicant resides in Georgia, as described below.

All Applicants: Register with Fieldprint

Access the Fieldprint website at <https://fieldprintgeorgia.com/individuals>.

Click on "Schedule Appointment."

Select "Sign Up" and read over the Consent Agreement.

Complete the steps to create an account.

Once you have created your account and verified your email address, login and select "New Applicant Registration."

Click on "Georgia Court Services."

Click on "SUPREME COURT."

Click "CONTINUE" and complete all required fields.

Click "CONTINUE" and "SUBMIT REQUEST" to verify applicant registration information.

Once you register, your request must be submitted for approval pursuant to FBI policy. Please be patient, as this process may take a few days and is not controlled by your fitness analyst.

FieldPrint will contact you via email, and the emails will come from customerservice@myfieldprint.com; make sure their emails are not directed to your spam folder.

After you have received approval, log in to your account

Select "Continue Scheduling" and follow the instructions for Georgia Applicants or Out-of-State Applicants below.

Georgia Applicants: Schedule a Livescan appointment

Fieldprint will provide you with a list of Livescan Print Locations based on your location. You will select a location, date, and time for an appointment to submit your fingerprints digitally at that location. You will need your registration number and photo ID, so make sure to have it with you. If a Livescan location is unavailable within the contracted range, the system will offer you the ability to request an ink card packet.

The Office of Bar Admissions should receive the results of your background check within 48 hours after you have been fingerprinted and your transaction has been forwarded to GCIC (Georgia Crime Information Center). Your report will automatically be made a part of your Application for Certification of Fitness.

Out-of-State Applicants: Request a print card packet

Select the "Request Print card Packet" on the Fieldprint scheduling page. Fieldprint will mail a packet containing two barcoded fingerprint cards, instructions, and a return envelope to your address within 7-10 business days. Complete the cards and mail them back in the provided envelope. **Do not mail your fingerprint cards to the Office of Bar Admissions or upload them to your homepage.**

The Office of Bar Admissions should receive the results of your fingerprint check from Fieldprint within three weeks. Your report will automatically be made a part of your Application for Certification of Fitness.

Questions should be directed to Fieldprint at customerservice@fieldprint.com or 877-614-4364.