



If you have any **questions** please contact **Mrs. Lori Anderson**  
at **850-729-6440** or e-mail **andersol@nwfsc.edu**.

## **Teacher Education**

### **Fingerprinting Procedures for Okaloosa County**

State legislation requires fingerprinting for students completing field experiences in Florida Schools.

If you are completing your field experience in the Okaloosa County School System and were previously issued a vendor badge, you will be able to use this vendor badge for future field experiences in Okaloosa County for five years from the date of issue.

If you are being fingerprinted to participate in a field experience in the Okaloosa County School System for the first time, you will follow these procedures:

- Call 850-833-5812 to schedule an appointment for finger printing.
- Take a photo I.D. (i.e. valid driver's license) and your social security card to the appointment.
- Take payment of \$84 to the appointment. Payment must be made by VISA/MasterCard or EXACT cash.

When results have been received, the fingerprinting office will notify you when you can pick up the Okaloosa School District badge and clearance letter. Take a copy of the clearance letter to Ms. Lori Anderson in Building Q, Room 140 on the Niceville campus or mail it to Ms. Lori Anderson, NWFSC, 100 College Blvd., Niceville, FL 32578.

Note: The badge issued will expire three years after the date of fingerprinting. If you find that you still have additional field experiences to complete and the badge has not yet expired, you can renew the badge for \$10.00. However, if the badge has expired, your fingerprints will no longer be on file and you will have to be reprinted and will be charged the full fingerprinting fee.