Teacher Education
Fingerprinting Procedures for Walton County

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

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

If you are completing your field experience in the Walton County School System and were previously issued a vendor badge, call the Walton County fingerprinting office at 892-1100 ext. 1354 to schedule an appointment to get a Walton County badge. Take the vendor badge, a photo I.D. (i.e. driver’s license) and social security card to the appointment. If your records can be located in the system, you will be issued a student intern badge at no cost. This badge will be valid for five years from the date that you were issued the vendor badge in Okaloosa County.

If your records cannot be located in the system, you will need to be re-fingerprinted following the procedures below.

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

- Call the Walton County fingerprinting officer at 850-892-1100 ext. 1354 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 $75 to the appointment. Payment must be made by exact cash or money order.

When results have been received, approximately 24 hours, you can pick up the Walton School District badge and clearance letter. Generally, this will occur within 24 hours. Take a copy of the clearance letter to Ms. Lori Anderson in Building Q, Room 140 on the Niceville campus or mail to Ms. Lori Anderson, NWFSC, 100 College Blvd., Niceville, FL 32578.