



**DEPARTMENT OF FINANCIAL SERVICES**

Division of State Fire Marshal  
Bureau of Fire Standards and Training

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**Title: Processing Fingerprints for Required Background Checks**

**Revision Date: 08/02/2018**

The applications for Florida Firefighter II, Firefighter II Equivalency, Practical Retention, and Firesafety Inspector I require you to be fingerprinted and those prints to be submitted for background check through FDLE and FBI.

Please follow the directions below.

**Step 1: Submit your Application**

Complete and submit your certification application online through your student profile at: [www.floridastatefirecollege.org](http://www.floridastatefirecollege.org) or by paper application sent to the Bureau of Fire Standards and Training, 11655 NW Gainesville Road, Ocala, Florida 34482

**Step 2: Schedule to have your fingerprints taken**

1. Go to: [pearson.ibtfingerprint.com](http://pearson.ibtfingerprint.com).
2. Select **Fire Standards and Training** from the Agency Name drop-down menu.
3. Click **GO**, then follow the directions to schedule having your fingerprints scanned.

**IF YOU ARE A RESIDENT OF THE STATE OF FLORIDA**

- A. Enter a zip code or choose a region of the state to determine the closest fingerprinting location.
- B. Select an available appointment time at the location of your choice.
- C. Complete the Applicant Information and click **SEND INFORMATION**.
- D. If your information appears correct, Click **GO**. If not correct, click **CHANGE APPLICATION DETAILS**.
- E. Select Method of Payment.

**Florida Residents:** Retain a copy of your Candidate Fingerprint Receipt, with the date and TCN number until you receive Approval to Test.

**IF YOU ARE LIVING OUTSIDE THE STATE OF FLORIDA**

- A. Select **NON-RESIDENT CARD SUBMISSION**.
- B. Select the shipping method for the fingerprint hard cards which will be mailed to you.
- C. Complete the Applicant Information and click **SEND INFORMATION**.
- D. If your information appears correct, Click **GO**. If not correct, click **CHANGE APPLICATION DETAILS**.
- E. Select Method of Payment.

**Your fingerprints will be sent electronically from the fingerprinting location to the FDLE and FBI. The results will be sent directly to the Bureau of Fire Standards and Training, normally within 24 hours.**