

Duval County Public Schools

How to Register: Vendors and Contractors (Non-Instructional Vendors): Badge Only

Before you start, have these ready:

- **Your code:** DCPSNIVBADGE
- **An email address** you can open. We send messages to it.
- **Your photo ID:** two forms of identification from the list at www.applicantservices.com/id-to-bring. You bring them to your appointment.
- **The fee: \$10.00**, paid online by card or PayPal.

Colors on the form:

- **Yellow box** = required. You must fill it in.
- **White box** = optional. Fill it in only if it applies to you.
- **Red text** under a box = there is a problem. Fix that box before you continue.

Badge Only is for Vendors and Contractors who have **already been cleared** by the District. No fingerprints are taken.

Part A: Get started

A1. Open the website

Go to applicantsservices.com/DCPS in your web browser.



A2. Click Badge Only under Vendors and Contractors

Find the card headed **VENDORS · 271-002**. Click **Badge Only**.

The image shows a web interface with three service cards. The first card is titled 'VISITOR MANAGEMENT · 271-012' and 'Employees and Volunteers'. The second card is titled 'HUMAN RESOURCES · 271-001' and 'Instructional Vendors'. The third card is titled 'VENDORS · 271-002' and 'Vendors and Contractors'. The 'VENDORS · 271-002' card has a red box around the 'Badge Only' button, and a red arrow points to it from a callout box that says 'Click Badge Only'.

VISITOR MANAGEMENT · 271-012	HUMAN RESOURCES · 271-001	VENDORS · 271-002
Employees and Volunteers Level 2 fingerprint screening submitted to FDLE. Choose the code the District gave you. No badge is issued on these services.	Instructional Vendors Fingerprinting and photograph for a District badge, captured on site at the District. Badge Only is for instructional vendors already cleared: a photograph is taken at the District facility, no fingerprints. After you pay for Badge Only, your confirmation email tells you how to arrange your photograph with the District.	Vendors and Contractors Fingerprinting and photograph for a Florida Public Schools Contractor badge. Badge Only is for vendors and contractors already cleared: a photograph is taken, no fingerprints.
Certificated Employee	Fingerprinting and Badge	Fingerprinting and Badge
Non-Certificated Employee	Badge Only	Badge Only
Volunteer		

Click Badge Only

A3. Type your email address, then click Proceed

A **User Validation** box opens. Type your email address. Then click **Proceed**.

The screenshot shows a web browser window with the Royal County Public Defender website. A 'User Validation' dialog box is open in the center. The dialog box has a title bar with a close button (X). Inside the dialog, there is a red error message at the top: 'Please enter a valid email.' Below this is an input field with the placeholder text 'Enter your email'. To the right of the input field, a red arrow points to a red box containing the text '1 Type your email'. Below the input field is a 'Proceed' button. To the right of the button, a red arrow points to a red box containing the text '2 Click Proceed'. Below the 'Proceed' button is a section titled 'Terms Of Use:' which contains a 'PRIVACY ACT STATEMENT - AUTHORITY' paragraph. The background of the website shows a navigation bar with links: 'Get Fingerprinted', 'Live Scan Locations', 'Transaction History', 'Reschedule Appointment', and 'My Account'. There are also links for 'Contact Us' and 'Admin Login' in the top right corner.

The red message *Please enter a valid email.* goes away when your email address is complete. We use this email to send you messages about your registration.

A4. Type your code

The first box is already filled in. Leave it as it is. Click in the **Verification or Prepaid Code** box and type your code.

Your code is: **DCPSNIVBADGE**

Type it exactly as shown, with **no spaces**. Capital or small letters both work.

This code is for **Vendors and Contractors (Non-Instructional Vendors)**.

The screenshot shows the 'Fingerprint Purpose' dropdown set to 'FL_DCPS_VENDORBADGE'. The 'Verification or Prepaid Code' field is empty and highlighted with a red border. A red arrow points from a callout box below to this field. The 'Next' button is grayed out.

1 Click in this box and type your code

A5. Click Next

Check that the box shows **DCPSNIVBADGE**. The **Next** button turns blue. Click **Next**.

The screenshot shows the 'Verification or Prepaid Code' field now containing 'DCPSNIVBADGE'. The 'Next' button has turned blue. Two red arrows point from callout boxes to the code field and the 'Next' button.

1 Your code: DCPSNIVBADGE

2 Click Next

If you see **Invalid Code**, check the code above and type it again. Each service has its own code. The code for another service will not work.

How the form works

Yellow boxes are required. White boxes are optional.

You cannot continue until every yellow box is filled in.

STEP 1 Transaction

Back Next

* Required | Grayed out fields (review and skip)

* Reason Fingerprinted ? Orig. Agency Case No. ?

APPLICANT ?

APPLICANT

Screening Request ID ? * Applicant Email Address ?

Applicant's Clearinghouse Screening Request ID, located on the DCPS Fingerprint Authori Applicant's email address (e.g. name@example.com).

Back Next

WHITE box = optional

YELLOW box = REQUIRED

Red text means: fix this box

If red text appears under a box, correct that box. You cannot continue until every red message is gone.

STEP 1 Transaction

Back Next

* Required | Grayed out fields (review and skip)

* Reason Fingerprinted ? Orig. Agency Case No. ?

APPLICANT ?

APPLICANT

Screening Request ID ? * Applicant Email Address ?

Applicant's Clearinghouse Screening Request ID, located on the DCPS Fingerprint Authori InvalidEmail

Applicant Email Address contains an illegal character format.

Back Next

Red text = fix this box before you go on

Part B: The form (STEP 1 to STEP 9)

Each STEP opens in turn. Complete it, then click **Next**.

STEP 1: Transaction

Choose **APPLICANT** in the first yellow box. Type your **email address** in the other yellow box. If you were given a **Screening Request ID**, type it in. Click **Next**.

The screenshot shows the 'STEP 1 Transaction' form for 'FL_DCPS_VENDORBADGE'. The form includes a 'Back' button on the left and a 'Next' button on the right. Below the buttons, there are four input fields: 1. '* Reason Fingerprinted' with a dropdown menu showing 'APPLICANT' (highlighted in a yellow box). 2. 'Orig. Agency Case No.' with a text input field (highlighted in a yellow box). 3. 'Screening Request ID' with a text input field. 4. '* Applicant Email Address' with a text input field (highlighted in a yellow box). A red arrow points from the 'Next' button to the 'Applicant Email Address' field. A red box with the text '1 Fill in every yellow box' has an arrow pointing to the yellow boxes. Another red box with the text '2 Click Next' has an arrow pointing to the 'Next' button.

STEP 2: Employer

Both boxes are white, so they are optional. DCPS uses them to know which company you work for, so please type your company name and address if you can. Click **Next**.

The screenshot shows the 'STEP 2 Employer' form. It includes a 'Back' button on the left and a 'Next' button on the right. Below the buttons, there are two input fields: 1. 'Business Name' with a text input field (highlighted in a white box). 2. 'Employer Address' with a text input field (highlighted in a white box). A blue arrow points from the 'Next' button to the 'Business Name' field. A blue box with the text '1 White boxes = optional: your company name and address' has an arrow pointing to the white boxes. Another red box with the text '2 Click Next' has an arrow pointing to the 'Next' button.

STEP 3: Personal

Fill in every yellow box: **First Name**, **Last Name**, **Place of Birth** and **Date of Birth**. Type your **legal name**, exactly as it appears on your photo ID.

- **Date of Birth:** type it as **YYYY/MM/DD**, for example **2000/09/14**.
- **Occupation:** your position.

Click **Next**.

The screenshot shows the 'STEP 3 Personal' form. At the top, there are tabs for 'STEP 2 Employer' and 'STEP 3 Personal'. Below the tabs are 'Back' and 'Next' buttons. A legend indicates that an asterisk (*) denotes required fields and a grayed-out box denotes fields for review and skip. The form contains several input fields: 'First Name' (containing 'JOHN'), 'Last Name' (containing 'DOE'), 'Middle Name', 'Suffix', 'Alias Full Name', 'Alias Last Name', 'Alias First Name', 'Alias Middle Name', 'Alias Suffix', 'Place of Birth' (a dropdown menu showing 'CA'), 'Date of Birth' (containing '2000/09/14'), 'Occupation', 'Misc. Type', and 'Misc. Desc'. Red boxes highlight the 'First Name', 'Last Name', 'Place of Birth', and 'Date of Birth' fields. A red arrow points from a callout box labeled '1 Fill in every yellow box' to the 'Date of Birth' field. Another red arrow points from a callout box labeled '2 Click Next' to the 'Next' button at the bottom right.

STEP 2 Employer

STEP 3 Personal

Back Next

* Required | Grayed out fields (review and skip)

ApplicantName

* First Name * Last Name

JOHN DOE

Middle Name Suffix

Applicant's Middle Name (Given Names). Applicant's Suffix, only JR, SR, and Roman Numerals (e.g. I, II, III, IV).

Alias Full Name Alias Last Name

Applicant's Alias Last Name.

Alias First Name Alias Middle Name

Applicant's Alias First Name. Applicant's Alias Middle Name. Replace all special characters with a space.

Alias Suffix * Place of Birth

Applicant's Alias Suffix. Allowable characters are JR, SR, and Roman Numerals (i.e. I, II, III). CA

* Date of Birth Occupation

2000/09/14 Applicant's occupation or select from the drop down.

Misc. Type Misc. Desc

Applicant's Miscellaneous ID Type. Air Force Number=AF, Alien Registration/Immigratio Applicant's Miscellaneous ID Number.

Back Next

1 Fill in every yellow box

2 Click Next

Example picture (JOHN DOE). Type your own details.

STEP 4: Demographics

Fill in every box: **Race**, **Sex**, **Height**, **Weight**, **Eye Color** and **Hair Color**. All are required.

- **Height:** 3 digits, feet then inches. For example, **601** = 6 ft 1 in.

Click **Next**.

The screenshot shows a web form titled "STEP 4: Demographics". At the top, there are four tabs: "STEP 1 Transaction", "STEP 2 Employer", "STEP 3 Personal", and "STEP 4 Demographics" (which is active and highlighted). Below the tabs are "Back" and "Next" buttons. The form contains six required fields, each with a question mark icon: "Race" (dropdown menu), "Sex" (dropdown menu), "Height" (text input), "Weight" (text input), "Eye Color" (dropdown menu), and "Hair Color" (dropdown menu). All fields are highlighted with a red border. Below the form, there are two red callout boxes. Box 1, labeled "1 Fill in every box (all are required)", has a red arrow pointing to the form fields. Box 2, labeled "2 Click Next", has a red arrow pointing to the "Next" button.

STEP 1 Transaction

STEP 2 Employer

STEP 3 Personal

STEP 4 Demographics

Back Next

* Required | Grayed out fields (review and skip)

* Race ? * Sex ?

CLW M

* Height ? * Weight ?

601 200

* Eye Color ? * Hair Color ?

BLK BLK

Back Next

1 Fill in every box (all are required)

2 Click Next

STEP 5: Locations

Type an address and click **Search**. Then click **Schedule Appointment** next to the location you want.

STEP 4 Demographics

STEP 5 Locations

Back Next

Live Scan Locations Near: 123 STREET, IRVINE, CA 92612 Search Search Nearby

☐ Home Address ☒ Other

1 Type an address, then click Search

2 Click Schedule Appointment

Select one of the LiveScan Service Centers below.

Service Center	Distance	Working Hours	
 Postbox Newport - W26 3857 Birch St, Newport Beach, CA 92660 Contact: (949) 756-8808 Get Directions Email Us	2.51 mi	M-F:9:30am-4:30pm	Schedule Appointment
 Newport Beach Mailboxes & Shipping Inc - BYG 2618 San Miguel Dr, Newport Beach, CA 92660 Contact: (949) 544-1616 Get Directions Email Us	2.57 mi	M-T:10am-3pm W:12pm-5pm Th:12:15pm-5pm F:1pm-5pm Sa:10:30am-3:30pm	Schedule Appointment

Example picture: your results will show locations near the address you enter.

STEP 6: Appointment

Choose a date and a time for your badge photo appointment. Click **Next**.

STEP 7: Confirmation

Check every entry carefully. Click **Back** to fix anything that is wrong. When all is correct, click **Next**.

STEP 8: Payment

Enter your card details, or click **PayPal**. Click **Confirm**. The fee is **\$10.00**.

STEP 5 Locations

STEP 6 Appointment

STEP 7 Confirmation

STEP 8 Payment

Back Confirm

Cancelling a transaction will result in a \$5 refund processing fee. Remaining balance will be refunded within 10 business days. Purchased credit (Payment ID) will expire in 30 days as credit is consumed by the 30 Day Management Fee. Refunds will not be issued once fingerprinted or after 30 days.

* Required Fields

IMPORTANT: Please note that credit card charge will appear as "Biometrics4ALL".

Transaction Fee

1 Enter your card details (or use PayPal)

* Name on the Credit Card

* Credit Card Number

Enter the Credit Card Number

* Expiration Month

Format: MM or M (01 or 1 for January)

* Expiration Year

Format: CCYY or YY (2018 or 18 for 2018)

* Security Code

Enter Credit Card Security Code

* Billing Address

* Billing City

* Billing Zip

OR

PayPal

Back

2 Click Confirm Confirm

STEP 9 Print Form

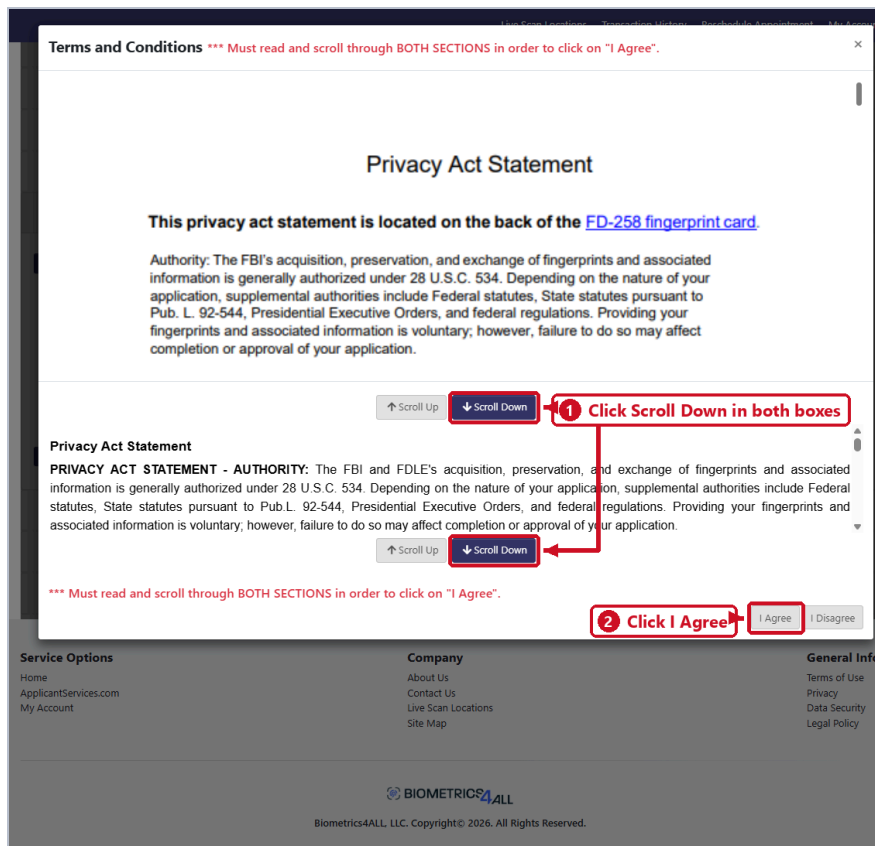
STEP 10 Receipt

Example picture.

- Cancelling costs a **\$5 refund processing fee**. The rest is refunded within 10 business days.
- Your **Payment ID expires in 30 days**.
- **No refunds once your photo has been taken, or after 30 days**.
- Your card statement will show "**Biometrics4ALL**".

Terms and Conditions

A Terms and Conditions window may appear. Click **Scroll Down** in both boxes until you reach the end. Then click **I Agree**.



Example picture.

STEP 9: Print Form

Click the **printer icon** and print the form. **Bring it to your badge photo appointment.** Then click **Next**.

STEP 7 Confirmation

STEP 8 Payment

STEP 9 Print Form

FL_DCPS_INSTRUCTIONALVENDOR REQUEST FOR LIVESCAN
Expiration Date: 10/23/2026

Payment ID: [REDACTED]
Paid in full online.
DO NOT PAY ANY OTHER FEES

Applicant Info (ALL CAPITALS) * Represents Mandatory Information

* Last Name: TEST
* First Name: ROCKY
* Date of Birth: 05/01/1990

Reason Fingerprinted: TEST

PRIVACY ACT STATEMENT
The FBI's acquisition, retention, and sharing of information submitted on this form is generally authorized under 28 USC 534 and 28 CFR 16.30-16.34. The purpose for requesting this information from you is to provide the FBI with a minimum of identifying data to permit an accurate and timely search of criminal history identification records. Providing this information (including your Social Security Account Number) is voluntary; however, failure to provide the information may affect the completion of your request. The information reported on this form may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent pursuant to the Privacy Act of 1974 and all applicable routine uses.

For Operator Assistance:
Contact: Biometrics4ALL, Inc.
Email: Support@Biometrics4ALL.com
Call: (714) 568-9888 Opt. 2

Please print this form and take it to this location to have your fingerprints taken. You must bring this form along with two forms of identification from this list: www.applicantservices.com/id-to-bring

Services Provided by ApplicantServices.com
Service Affiliate Members (SAH)

BIOMETRICS4ALL

A1 Live Scan, Notary & Passport	JS3	
LiveScan Agency Name	LiveScan ID(LSID)	Date
Name of Operator	TCN Number (If Available)	TCR (Resubmission Only)

Our Assistants:
Email us at Support@ApplicantServices.com

Logos are the property of their respective trademark holders.
This form is based on FBI 1-783 (Rev. 5-5-2011) form.

Example picture. Your form will show your own details.

After you finish

Bring to your badge photo appointment:

1. The printed form from STEP 9.
2. Two forms of identification from the list at www.applicantservices.com/id-to-bring.

You have **paid in full online**. Please do not pay any other fees.

Your badge: this service provides a Florida Public Schools Contractor badge. The badge is produced after your photo is taken. It is not handed to you at the appointment.

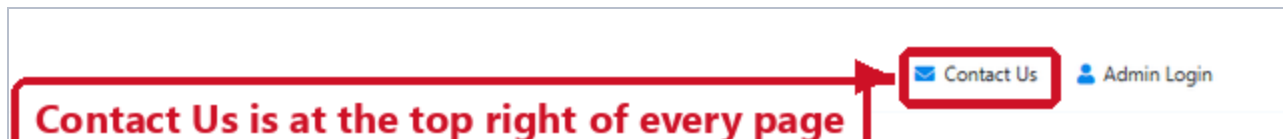
Please check your details before your photo is taken. Errors cannot be corrected afterwards. If an error is found after your photo is taken, you must register again at your own expense.

Need help?

Questions about registering, your code, payment or appointments go to **applicant support** (Biometrics4ALL), the team that runs this website.

Use Contact Us

Click **Contact Us** at the **top right of every page** on applicantservices.com/DCPS.



In your message, please include:

1. Your **full name**.
2. The **email address** you registered with.
3. Your service: **Vendors and Contractors**, button **Badge Only**.
4. The **STEP** where you are stuck (for example, *A4. Type your code* or *STEP 5: Locations*).
5. A **screenshot** of the screen or the red error message.

Applicant support	Biometrics4ALL, Inc. · Support@Biometrics4ALL.com · (714) 568-9888 Opt. 2
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Vendors and Contractors (Non-Instructional Vendors): Badge Only · FL_DCPS_VENDORBADGE · code DCPSNIVBADGE