



**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: 3/27/2024**

The applications for a Florida Firefighter certification, Firefighter Retention, and Firesafety Inspector I require a Level 2 background screening through FDLE and FBI by way of digital fingerprinting.

Please follow the directions below.

**Step 1: Schedule to have your fingerprints taken.**

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

1. Go to: <https://fl.state.identogo.com/>
2. Select **Schedule a New Appointment**.
3. Select **DFS – Dept. of Financial Service** from the Agency Name drop-down menu.
4. Select **Fire – Standards and Training**
5. Click GO, then follow the directions to schedule having your fingerprints scanned.

**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**

1. Go to: <https://fl.state.identogo.com/>
2. Select **Register for Fingerprint Card Processing Service**.
3. Select **DFS – Dept. of Financial Service** from the Agency Name drop-down menu.
4. Select **Fire – Standards and Training**
5. Follow the prompts for fingerprint card processing.

**Step 2: Submit your application.**

Complete and submit your certification application online through your student profile at: [https://floridastatefirecollege.org/public/pb\\_index.asp](https://floridastatefirecollege.org/public/pb_index.asp) or by paper application sent to the Bureau of Fire Standards and Training, 11655 NW Gainesville Road, Ocala, Florida 34482. Firefighter applications are to be submitted through the applicants Training Center.

**Your fingerprints will be processed from the fingerprinting location and submitted through FDLE and FBI. The background report will be sent directly to the Bureau of Fire Standards and Training, via a secure FDLE login portal.**