

Fingerprint Card Instructions For Guardians:

Step 1: Obtain a finger print card from the Clerk of Courts and pay the \$5.00 fee.

Step 2: Fill in all the required information on the fingerprint card (all information must be in **Black Ink**):

- Last Name, **NAM**
- First Name
- Middle Name
- Signature of Person Fingerprinted
- Aliases, **AKA**
- Date Of Birth
- Residence of Person Fingerprinted
- Citizenship, **CTZ**
- Sex
- Race
- HGT (Height)
- WGT (Weight)
- Eyes
- Hair
- Place Of Birth, **POB**
- Employer and Address
- Social Security Number, **SOC**

Step 3: Take the finger print card to the nearest fingerprinting office located on the attached sheet. The address, phone number, ID needed, days, hours, and cost are listed on the sheet.

Step 4: After having your fingerprints taken:

- Return the fingerprint card to your Attorney within **14 days** of having been appointed temporary guardian along with the \$47.00 background-check processing fee. Make the check or money order out to the:
Florida Department of Law Enforcement

Break down of cost for criminal background check:

**\$47.00 is the processing fee for the background check
\$ 5.00 is for the processing and filing fee for the clerk's
office.**

Total cost: \$52.00

- **The cost of fingerprinting was not added into the fees listed above because they vary from agency to agency.**
- **Remember to write separate checks or money orders for the Clerk of Courts and Florida Department Of Law Enforcement**