

## Fingerprint Payment Instructions

### Once Human Resources has scheduled your fingerprint appointment:

Go to <https://www.aps.gemalto.com> (use only Internet Explorer). To select your location, click on Florida. To select the agency, click on Florida Department of Education. Go to Registration, click on Register Online. If you do not have Internet access, please call 1-888-439-2486.

To register for fingerprint payment (\$50.00), please follow the step by step instructions below.

**Important: If the following information is not entered correctly, you may be required to cancel/re-post your fingerprint payment and reschedule your appointment.**

Registration Information: \* **Required fields to be filled out.**

#### Transaction Information Section

1. County – Enter Citrus \* (the county where you are being fingerprinted)
2. CRI Literal – Select FL931121Z Citrus County Schools / FDOE Cert. \*
3. Payment Type – Select Credit Card \* (Visa or MasterCard – Credit or Debit) **DO NOT SELECT MONEY ORDER.**

#### Personal Information Section

1. Enter Last Name \* (exactly as it appears on your Social Security card)
2. Enter First Name \* (exactly it appears on your Social Security card)
3. Enter Middle Name \* (exactly as it appears on your Social Security card)
4. Enter Date of Birth \*
5. Enter Place of Birth \* (State or Country)
6. Enter Social Security Number \* (exactly as it appears on your card)
7. Reenter Social Security Number \*
8. Sex \* (Select)
9. Race \* (Select)
10. Eye Color \* (Select)
11. Hair Color \* (Select)
12. Weight \* (Select)

After the payment transaction is complete – Write down or print out the confirmation number. Next, report to the Human Resources Department at your scheduled appointment date/time with your original Driver's License and Social Security card. **No copies will be accepted.**