

Your transaction control number is TCN# 70SX\_\_\_\_\_.

**FINGERPRINT INFORMATION**  
**FOR GUARDIANSHIP PETITIONERS**

Guardians are required to must have fingerprints submitted for a level 2 background screening, F.S. 744.3135(1), which must be submitted electronically. The initial cost must be borne by the guardianship petitioner.

To get your fingerprints submitted electronically:

1. Visit the Alachua County Sheriff's Office  
2621 SE Hawthorne Road  
Gainesville, FL 32641  
(352) 367-4000

Fingerprinting hours are Monday through Friday, 7 a.m. to 7 p.m.

2. Bring this information sheet with you to the Alachua County Sheriff's Office.
3. Bring your picture ID—a Florida driver's license is preferred. You will not be able to submit your fingerprints without a picture ID.
4. The Sheriff's Office will use the Originating Agency Identification (ORI) Number FL001034Z to insure that FDLE returns the electronic report to the Alachua County Clerk's Office.
5. Bring cash (small bills), cashiers or certified check, or money order for the \$10 Sheriff's fee.
6. The Sheriff's Office will record the transaction control number (TCN) on this form to be used in the payment process in number 7. Keep this for your records.
7. The FDLE payment of \$36.00 (\$24.00 FDLE and \$12.00 FBI) must be made online at <https://caps.fdle.state.fl.us> by credit card after your fingerprints are taken.

At the website, click on

Begin Payment Process

and enter the requested

information.

- a. The TRANSACTION CONTROL NUMBER (TCN), which is at the top of this information sheet.
  - b. Enter your name exactly as provided in the livescan submission, in ALL caps: FIRST name, then optional MIDDLE name, and then LAST name, and then the optional SUFFIX, JR, SR, I, II, III etc.
  - c. Enter your credit card and personal information.
  - d. Submit the payment transaction.
  - e. Print the confirmation of the payment and keep it for your records if needed.
8. The agencies conducting the fingerprint checks will send the results directly to the Alachua County Clerk of Court. **DO NOT FILE YOUR FINGERPRINT CARD.**
  9. If you have questions about the electronic fingerprint submission, you may contact FDLE's E-Government Criminal History Services Section at (850) 410-8161.

**RETURN THIS FORM AND PAYMENT CONFIRMATION WITH YOUR  
PETITION TO CLERK WITHIN 48 HOURS**