



MICHELLE R. MILLER
CLERK OF THE CIRCUIT COURT & COMPTROLLER
ST. LUCIE COUNTY, FLORIDA

FAMILY RELATIONS DEPARTMENT
201 S. Indian River Dr., 2nd Floor, Fort Pierce, FL
34950 772-462-6910

Mailing Address:
P.O. Box 700
Fort Pierce, FL 34954

FINGERPRINT INSTRUCTIONS

Non-Professional Guardians (In-State)

1. Schedule your Appointment:

Call 772-462-7300 to schedule an appointment with the Sheriff's office, 4700 W Midway Road in Fort Pierce. Their hours of operation are 8 a.m. to 12 p.m. and 2 p.m. to 4 p.m., Tuesday through Friday.

Items to bring to your appointment:

- Photo ID
- ORI #FL056034Z
- Blank Fingerprint Card
- \$26 for the first fingerprint card and \$6 for any additional fingerprint cards.

2. Process Payment for Criminal History Check

Twenty-four hours after you complete your prints, visit FDLE's website (<https://caps.fdle.state.fl.us>) to process your \$37.25 credit card payment for a criminal history check. Once complete, the criminal history record will be sent directly to the Clerk's office.

TCN # _

Non-Professional Guardians (Out-of-State)

1. The fingerprint cards will be mailed to the party who needs to complete the criminal background checks.
2. Take the cards to a local police department or sheriff's office to complete the fingerprinting process.
3. Visit <https://po.st/Livescan> to find Livescan Service Providers that are Hard Card Scanning Capable. The provider will send the prints electronically to the FDLE.

Visit www.fdle.state.fl.us for additional fingerprinting information.

Credit Reports

- Please use either Equifax, Experian or TransUnion to run a full credit report.
- Please E-File the report with a Notice of Confidentiality.