

CRAWFORD COUNTY SUPERIOR COURT

ADOPTION FINGERPRINT REGISTRATION

Individuals must register themselves online with a valid email address and driver's license at:

<https://fieldprintgeorgia.com/individuals>

Select: Schedule Appointment – top right pink

Select: Sign Up – Create New User Account

Read and Accept E-Sign Consent Agreement

Create Account – Complete

Verify Account – Enter Verify Code (email will be sent with verification code)

Login to account

Select: **Georgia Court Services**

Select: **Superior Court**

Reason for Finger Printing: **Adoption by Court Appointed Agent (See note below in red)**

You must select “Adoption by Court Appointed Agent” to run both state and national background checks. Failure to select this option will result in a state background check only, which will not suffice for the purposes of a pending adoption case.

Reviewing Agency ID: **GA039015J**

Requesting Agency ID: **Leave Blank Do Not Enter**

Complete Personal Information

Complete Demographics

Read and Click Agree to Biometric Disclosure

Read and Click Agree to GA Privacy Statements

Submit Request: by clicking Submit Request the Clerk will Be Notified to Review your submission. Note your Registration ID#

Check Email for Registration Approval - After Clerk approves, an email will be sent from customerservice@myfieldprint.com to the email address of the registered applicant.

After receiving approval email:

Log Back into <https://fieldprintgeorgia.com/individuals> complete scheduling of fingerprinting appointment

Select Continue Scheduling

Select Date, Find Location and Select Find Availability

Enter Payment

Finish Scheduling

You will receive an email confirmation once Scheduling is complete

Print the Email Confirmation. Take it with you to the fingerprinting location.