

### **JLA/Fingerprinting Instructions for Osceola County**

1. Send an email to Fingerprints@osceolaschools.net. Please put “Sports Official Fingerprints” in the subject line. Include your full name in the email and let them know that you are a sports official needing fingerprints and you would like results to be sent to davecfu1@gmail.com.
2. The fingerprint office will reply with a link for you to upload a completed I-9 form (which will be provided) and your two forms of ID (driver’s license and passport are the most common, but options are on page 2 of the form).
3. Once the uploads are completed, send another email to the fingerprint office letting them know.
4. Once the uploads are confirmed, the fingerprint office will send details on how to schedule your fingerprints.