



ENROLLMENT SERVICES DIVISION

### **Special Fingerprint Session Instructions**

Greetings! As a requirement for taking your bar exam, you will need to get fingerprinted with our company. We will be at your University on Tuesday, February 3, and Wednesday, February 4<sup>th</sup>, to capture your fingerprints. It is required that prior to arriving for fingerprinting that you schedule an appointment and make payment with our company. The procedure for doing so is as follows:

1. Please log on to [www.L1enrollment.com](http://www.L1enrollment.com)
2. Select the state of Florida
3. Select Online Scheduling
4. Select English or Espanol
5. Enter your name.
6. From the drop down menu please select "FL Board Of Law Examiners"
7. **DO NOT ENTER YOUR ZIP CODE!** Use the drop down menu to select "SPECIAL PRINT"
8. Select the university that you attend
9. Select an appointment date/time
10. Fill out your demographic data (at any time please do not enter all "zeros" for Social Security number. This will reject your results from FL Department of Law Enforcement)
11. Select your method of payment
12. Hit "Send Information"
13. This will take you to a screen to recap your information. Make sure to FINALIZE your appointment at the bottom of the screen.
14. You will be taken to the Epay process for payment capture (We do accept Discover or American Express, though the drop down only indicates VISA and Mastercard) Select "Pay Without Registering" and continue with the process. The cost for the fingerprinting session is \$59.25.
15. Print confirmation

Please make sure the applicant arrives with any necessary paperwork and their *photo ID*. Please note: a *photo ID* is **required** before any applicant can be fingerprinted (acceptable forms of photo ID are either state or federally issued, i.e. drivers license, state ID, passport, military ID, or alien registration card with picture).

Once the applicant has been fingerprinted, the fingerprint technician will transmit the fingerprint records electronically to the Florida Department of Law Enforcement (FDLE). The fingerprint technician also issues a signed receipt for the fingerprinting service to the applicant.

FDLE processes the background check for the state of Florida. If applicable, Florida Department of Law Enforcement forwards the fingerprint record to the FBI for federal background check processing. When the background check(s) is completed, the results are returned to the appropriate employer/licensing agency.

If at any time you experience problems during your registration, please call our customer service center at 1-800-528-1358 for assistance.