



JLA / FINGERPRINTING INSTRUCTIONS

Osceola County | Central Florida Umpires sports officials

Follow these steps to begin the fingerprinting process and route results to CFU.

START HERE

Email the fingerprint office

Fingerprints@osceolaschools.net

SUBJECT LINE

Sports Official Fingerprints

INCLUDE IN EMAIL

Your full name and a request to send results to davecfu1@gmail.com

1

Send email

Contact the fingerprint office with the required subject line.

2

Upload documents

Use the reply link to upload the I-9 form and two forms of ID.

3

Schedule prints

After uploads are confirmed, schedule your fingerprint appointment.

STEP-BY-STEP INSTRUCTIONS

01

Send the initial email

Email Fingerprints@osceolaschools.net. Use the subject line "Sports Official Fingerprints." Include your full name and state that you are a sports official needing fingerprints. Ask that the results be sent to davecfu1@gmail.com.

02

Watch for the upload link

The fingerprint office will reply with a link to upload a completed I-9 form, which will be provided, along with two forms of ID. A driver's license and passport are the most common examples, but additional options are listed on page 2 of the form.

03

Confirm once uploads are complete

After completing the uploads, send another email to the fingerprint office letting them know the requested documents have been uploaded.

04

Schedule your fingerprints

Once the uploads are confirmed, the fingerprint office will send instructions for scheduling your fingerprint appointment.

Quick checklist

- | | |
|--|---|
| ☐ Full name included in email | ☐ Subject line is correct |
| ☐ Two forms of ID ready | ☐ Upload confirmation email sent |