

SAFE ENVIRONMENT

LEVEL 2 FINGERPRINTING INSTRUCTIONS

1. Go online to www.dospsep.org . This will bring you to the applicant page.
2. Click on New Applicant-this brings to the Florida Application Experience Instructions-click the box to Agree to the Terms
3. The next page lists the fingerprint locations. Choose a location
 - This will bring you to a calendar. Click on a date-if times are available they will appear to the right. Click on the arrow next to the time you want. If no times appear that means there are no times available on that date.
4. Choose the Application Type
5. Complete all fields on the page and click continue, complete the waiver page
6. Upon completion you will be provided a confirmation e-mail. You will need this number and a Government issued identification card to bring to the appointment.