

Ryan L. Butler

Clerk of Circuit Court & Comptroller
P.O. Box 1028
Vero Beach, FL 32961-1028
Telephone: (772) 770-5185



Florida Statute 744.3135(1) & (2) Credit and criminal investigation

Fingerprint Instructions for Non-professional Guardians

- Go to Sheriff's Office at 4055 41st Street, take these instructions.
- Photo ID
- ORI # FL031053Z
- \$5.00 per card (Sheriff's fee)
- Hours: Tuesday through Friday (1 pm – 3 pm)
- 24 hours after you do your prints: Go to FDLE website: <https://caps.fdle.state.fl.us>
- Pay a processing fee of \$ 40.50 via credit card (for FDLE processing cost)
- Applicant/TCN #: _____.

FDLE will do a Criminal History Records Check and the Clerk's Office will receive the records check.

Fingerprint Instructions for Out of State Non-professional Guardians

- The fingerprint cards may be picked up at the Clerk's Office by the guardian's attorney to complete the Criminal Background Checks.
- Take the cards to the local police/sheriff's office and have an officer complete the fingerprinting process.
- You will need to search online for a Livescan Service Providers and Device Vendors. Be sure that the provider/vendor has "**Hard Card Scanning Capability**".
- The provider will send the prints electronically to the FDLE.

For additional information, please feel free to visit the FDLE website: www.fdle.state.fl.us

Credit Reports

- Please use either Equifax, Experian or TransUnion to run a full credit report.
- Please E-File the report with a Notice of Confidentiality.