



JOSEPH E. SMITH
Clerk of the Circuit Court, St. Lucie County

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

Fingerprint Instructions for Non-professional Guardians

- Go to the Sheriff's Office on Midway Road, take these instructions.
 - Photo ID
 - ORI #: FL056034Z
 - **\$20.00 Cash per card, \$20.50 if paid by Credit Card**
 - Hours: Tuesday --- Friday
 - 8:00 am to 12:00 pm
 - 2:00 pm to 4:00 pm
 - 24 hours after you do your prints:
 - o Go to FDLE website:
 - o <https://caps.fdle.state.fl.us>
 - Pay a processing fee of \$40.50 via credit card
 - Applicant/TCN # : _____
- FDLE will do a Criminal History Records Check
The Clerk's Office will receive the records check

Fingerprint Instructions for Out of State Non-professional Guardians

- The fingerprint cards will be mailed to the party that needs 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.