

## Fingerprinting for Coach-Not-Teaching (Paid Coach)

### Fingerprinting Instructions

1. Go to <https://escambia.ibtfingerprint.com/>
2. For New Appointments "Schedule a New Appointment" in green
3. Select, **new enrollment**
4. Click **paid coach**.
5. Enter this Customer Identification Number (**PAID COACH CIN#**) provided by the school.
6. Click "yes" to confirm correct organization
7. Select an appointment time at one of the four fingerprint centers
8. Complete the Applicant Information sections and background questions
9. Go to the fingerprint center at the appointment

The fee for fingerprinting is \$70.50 and \$5.00 for the district photo badge for a total cost of \$75.50. **This fee will cover the fingerprints for the duration of 5 years in the district.**

The ID badge will be issued once all the paperwork has been completed in Human Resources. Badges take approximately 5-7 business days. If the badge has not been received in Human Resources at the time of the HR appointment, call back at (850) 469-6339 or (850) 469-6170 within 7 days to check the status of the badge.