

Escambia County School District (ECSD)

**VENDOR/CONTRACTOR/NON-PROFIT REGISTRATION FORM**

Date: \_\_\_\_\_

**1. BADGE INSTRUCTIONS**

1. Complete the information below in sections 2 and 3.
2. Return the completed form to: [procurement@ecsdfi.us](mailto:procurement@ecsdfi.us)
3. Once your purpose has been validated, a Fieldprint Code will be issued and provided to you via either phone or email. If your badge request purpose cannot be validated, you will not be issued a code.
4. Schedule your appointment by going online to <https://www.fieldprintflorida.com/>
5. Notification will be sent via email or phone when badges are ready for pick-up. Badges will be picked up from Human Resources located at 75 N Pace Blvd, Pensacola FL 32505

If you have additional questions, please call 850-430-7689.

**2. PURPOSE FOR BADGE REQUEST**

Purpose for Badge Request: \_\_\_\_\_

School/Location/Dept. (Where services will be provided) \_\_\_\_\_

**3. APPLICANT INFORMATION**

PRINT Applicant Name \_\_\_\_\_

PRINT Company Name (if applicable) \_\_\_\_\_

PRINT Contact name and title of person receiving status (if applicable) \_\_\_\_\_

PRINT Email Address (required) \_\_\_\_\_

PRINT Address 1 \_\_\_\_\_

PRINT Address 2 \_\_\_\_\_

PRINT City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**FOR USE BY ESCAMBIA COUNTY SCHOOL DISTRICT**

School/Dept. Approval By: \_\_\_\_\_ DATE \_\_\_\_\_

INFORMATION ENTERED BY: \_\_\_\_\_ DATE \_\_\_\_\_