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.
   (Appointments should be scheduled within one (1) calendar week of
   submitting paperwork to the school)
8. Complete the Applicant Information sections and background questions
9. Go to the fingerprint center at the scheduled appointment time.

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.