

Fingerprint Instructions

You must have a case number with the Court prior to obtaining finger prints, you will receive instructions from either Self-Help staff or the Clerk of Court to proceed with the fingerprint process. Please select one of the fingerprint locations below and provide the ORI Number.

ORI Number FL923950Z

**Clerk of Court
Monroe County, Florida**

Fingerprinting Available at the M.C.S.O.

You can come to the Sheriff's Office to be fingerprinted, for government job applications, concealed weapon permits and for other purposes.

All fingerprints are now done digitally. The Sheriff's Office will submit both the fingerprints and other information directly to the agency requesting the prints.

You must pay all costs associated with the fingerprint processing at the time you are fingerprinted. The cost of fingerprint services runs from \$35.00 to \$75.00, depending on the agency the fingerprints will be submitted to.

There are a few instances where hard copy fingerprint cards are still required – record expungements and some passports are examples. We will still offer these services for a \$5.00 processing fee.

You should call in advance to find out how much your particular processing fee will be and to find out what paperwork and identification you should bring. Payments will only be accepted in cash, preferably exact change.

**Please note: All fingerprinting is done by appointment only.
Please telephone the location nearest you to schedule an appointment.**

The Sheriff's Office offers these services at the following locations:

**Lower Keys, Stock Island Detention Center Tel. 305-293-7348
Middle Keys, Marathon Sheriff's Substation Tel. 305-289-2430
Upper Keys, Roth Building on Plantation Key Tel. 305-853-3211**

Fingerprinting will no longer be offered at the Cudjoe Substation or at the Murray Nelson Building in Key Largo.

Please Note: The M.C.S.O. has recently upgraded our fingerprint system in our Key West location to be compliant with AHCA and the DCF clearinghouse. If you need fingerprinting with a photo for Health Care, DCF, etc., we can accommodate you at our Key West location. The price remains the same with or without a picture.