



Fingerprint / Drug Test Service
Walk-In Office Prepare-for-Visit Instructions
4012 SW 18th Street, West Park, FL 33023
954-239-8590 | [@myidentico.com](mailto:info@myidentico.com)

Please note our walk-in office/clinic business hours:

- Monday – Thursday: 9:00 am to 4:15 pm (Service to applicants signed in between 4:15 pm and 5:00 pm on these days will be subject to a convenience fee of \$20.00)
- Friday: 9:00 am to 3:15 pm (Service to applicants signed in between 3:15 pm and 4:00 pm on Fridays will be subject to a convenience fee of \$20.00)

As part of our adherence to FBI/FDLE guidelines and to ensure the integrity of our services, IDENTICO personnel reserves the right to deny fingerprinting or drug testing if we are unable to confirm your identity using the required documents, or if your photo ID is expired, damaged, or appears to be altered.

Photo Identification Requirements: You must present a CURRENT (unexpired) government-issued photo identification for processing. We accept the following forms of PRIMARY Photo ID:

- Florida Driver's License
- Florida ID Card
- Out-of-state driver's license

If you do not have a primary form of identification, we may accept one or more of the following SECONDARY Forms of ID:

- U.S. Passport
- Foreign Passport with appropriate immigration document(s)
- Permanent Resident / Green Card
- Employment Authorization Card

To ensure a smooth process during your visit, please remember to bring the following items:

- Valid Government Issued Photo Identification
- ORI# or VECHS# Number for the required fingerprint submission
- OCA# number for DCF submissions
- If self-paying, we accept major debit/credit cards or exact cash
- If paid by your employer, please bring a written or emailed authorization from your employer, who must have an established company account with IDENTICO
- Employer business card or contact information for verification, if required for your screening
- For drug testing, please arrive properly hydrated and ready to provide a sample. Bring chain of custody or other screening request forms, if applicable.

We strive to provide efficient and reliable services, and we appreciate your cooperation in meeting these requirements. If you have any further questions, please do not hesitate to contact us at 954-239-8590 or by email at info@myidentico.com