

HILLSBOROUGH COUNTY PUBLIC SCHOOLS, FLORIDA



CONTRACTOR'S CHECKLIST

The following information is a checklist to assist you in bringing your employees into compliance with the required legislation. If you have any questions regarding the steps to follow, do not hesitate to contact the Fingerprinting Department at (813) 840-7178 or email fingerprinting@sdhc.k12.fl.us. Please download the required forms and duplicate as needed. ***Please ensure that your company name is on each document you send to us to include the Criminal Record Information document.***

Steps to Follow:

- Complete the [Vendor/Contractor Information Form](#) and provide to the Fingerprinting Department, listing the name of your company, contact person, and a phone number where they may be reached. Include in the document the names of all of your employees who will have access to school sites as a part of your contract with our district, their social security numbers, and birth dates. Have each employee complete the required [Criminal Record Information](#) document, and attach them to your list of employees. Forward your list and Criminal Record Information documents to the office of Professional Standards, Fingerprinting Department at 2920 North 40th Street, Tampa, FL 33605.
- DO NOT send any employees to the Fingerprinting Department until someone in the Fingerprinting Department has contacted you and informed you which of your employees qualify to be fingerprinted, and arrangements have been made for fingerprinting. Those employees with criminal history disclosure must meet the approved [background qualification guidelines](#) set by the School District. (See memo dated August 8, 2005 approved by Thomas M. Gonzalez, School Board Attorney.) Employees who do not meet the guidelines will not qualify to fingerprint and will not be approved to access any School District site. Contractors will be notified immediately by the office of Professional Standards. If it is reported to the School District by FDLE/FBI that an employee failed to disclose criminal history or has pending charges, they may be denied access to school sites as outlined on the district criminal history document.
- Once employees are qualified to fingerprint and arrangements have been made for your employees to fingerprint, the two required fingerprinting forms must be completed – the [Fingerprint Verification Form](#) and the [Employee Information](#) form. The Fingerprint Verification Form requires a supervisor's signature from your company acknowledging that you are aware the individual is one of your employees needing to meet the Level II screening and will be returned to you for your records. A copy will be maintained in the office of Professional Standards. Individuals will be required to have their original social security card and photo ID to fingerprint.
- Two forms of payment will be accepted for the basic \$57.25 fingerprinting fee. Fingerprinting fees may be paid by Visa or MasterCard and can be paid in advance. If your company is paying for the fingerprinting fees, you may pay for all of your employees in advance. It is recommended that you either pay online or contact Fingerprinting Services, LLC at **1-877-357-7456**.

Remember to retain the confirmation number you receive for each employee, as we will need this information before we can print your employee. You may also pay for fingerprinting by money order payable to Fingerprinting Services, LLC. A separate money order for \$57.25 will be required for EACH employee. The money order number will be required to fingerprint.

- A \$28.75 monitoring and administration fee for each employee is also required at the time of fingerprinting. This fee is payable **ONLY** by money order and made out to Hillsborough County Public Schools. It can be made out in the amount required for all of your employees - \$28.75 x number of employees = amount of money order. The money order must be presented prior to or at the time your first employee fingerprints. All fees must be paid at the time of fingerprinting and are **NON-REFUNDABLE**.
- It will be the responsibility of the contractor to contact the Fingerprinting Department to inform them that you have removed an employee from your company roster. Additionally, if you add a new employee, you must notify the Fingerprinting Department in writing via email at fingerprinting@sdhc.k12.fl.us or by fax at 813-840-7191 of the new employee and forward to them the required documents prior to your new employee being qualified to fingerprint.
- After all your employees have fingerprinted and their returns have been received by the office of Professional Standards, you will receive a copy of the employee list you provided along with the Fingerprint Verification Form indicating the employee was fingerprinted and qualified making them an approved contractor/employee for five years from their fingerprint date. Each approved employee will receive an ID badge that must be displayed at all times while on the job site and will be required to show photo identification upon request.
- Contractors will be required to annually update their employee list with the District Fingerprinting Department to keep information current and up-to-date with the FDLE. All monitoring of employees will be the responsibility of the office of Professional Standards. The District will review any arrest information and you will be contacted immediately. Make sure your contact person listed on the vendor/contractor information form is cleared to receive this information. If it is determined that an employee is no longer qualified, it will be the contractor's responsibility to permanently remove the employee from the job site or delivery route and collect their ID badge.
- The office of Professional Standards will notify contractors in advance of the anniversary date to resubmit an employee's fingerprints. If your company has a break in service with the School District, your employees will be monitored for five years from their fingerprint date, keeping your employees current and up-to-date in the event you should be awarded a new contract with the District as long as it is within the validity window of your employees' fingerprints. Going outside the validity period will require contractors/employees to pay the fingerprint and monitoring fees again. The five-year re-submittal fees are the responsibility of each vendor/contractor.
- Contractors/employees **WILL NOT BE GIVEN CLEARANCE TO ENTER** a job site until their employees have been fingerprinted and qualified and can present their approved contractor ID badge and the appropriate photo ID.
- District staff will check vendors/contractors and their employees on a regular basis for proper identification badges while on school sites. Employees who cannot produce their approved contractor ID badge, will be required to leave the job site immediately and contractors will be reported to the office of Procurement Services.