

## Fingerprinting and Background check instructions

Effective September 1, 2005 , changes in legislation under the Jessica Lunsford Act now require all contractors of the school board, all subcontractors of such contractors, and all employees of such contractors and/or subcontractors to undergo a Level II background screening, which consists of an FDLE/FBI search. Who will be required to complete this screening?

1. If your employees will be at a school when students are present, or
2. Have direct contact with students, or
3. Have access to or control of school funds.

If you have no personnel who meet any of the three criteria, the law does not apply to you and you do not need to take action. The Technical Assistance Paper for the Jessica Lunsford Act can be accessed at:



[http://info.fldoe.org/docushare/dsweb/Get/Document-3151/k12\\_05-107a](http://info.fldoe.org/docushare/dsweb/Get/Document-3151/k12_05-107a)

(NOTE: this is an Acrobat Reader document)

Fingerprints must be kept current and will be required to be updated every five years. Any break in service will require individuals to be re-fingerprinted at their cost. Outside agencies' reports will not be accepted. A [Contractor's Checklist](#) has been prepared outlining steps to take prior to sending employees to be fingerprinted.

**BEFORE YOU ARE FINGERPRINTED:** Prior to being fingerprinted, each individual will be required to disclose any previous criminal history on the Criminal Record Information form. Before being fingerprinted, this document must be received and cleared by the office of Professional Standards. All individuals will be required to meet the background qualification guidelines for contractors before being considered eligible for site access. Upon being determined eligible, you will be notified that your employee(s) should report to Fingerprinting. You will receive a document that indicates they have been fingerprinted and considered an approved contractor/employee once the district receives the fingerprint return from FDLE/FBI. This is usually a 24 to 48 hour turnaround time. This document should be retained for your files and a copy will be maintained in the office of Professional Standards. Additionally, you will be mailed ID badges for your employees that must be worn at all times while on a school campus.

### PLEASE NOTE!

Since the creation of this document, the price of fingerprinting has increased to \$57.25.

The monitoring and administration fee remains at \$28.75.

**FINGERPRINTING FEES:** The current cost to fingerprint is \$57.25 and the required monitoring and administration fee is \$28.75 for a total of \$86, which will keep fingerprints valid through the year 2012. Fingerprinting fees (\$57.25) must be paid either by credit card (Visa or MasterCard only) and can be pre-paid by accessing [www.FLPRINTS.com](http://www.FLPRINTS.com) or by money order made out to Fingerprinting Services, LLC. You may access their site prior to reporting to Fingerprinting and you must bring the confirmation number with you. The monitoring and administrative fee (\$28.75) is payable by money order only made out to the School District of Hillsborough County . ALL FEES ARE DUE AT THE TIME OF FINGERPRINTING. FEES ARE NON-REFUNDABLE.

**FINGERPRINTING PROCESS:** The Fingerprint Verification form and the Employee Information form must be presented at the time of fingerprinting along with the individual's original social security card and photo ID . All fingerprinting must be completed through the

**Fingerprinting Department** with the School District at the [Instructional Services Center](#) , 2920 N. 40th st., Tampa, FL 33605. **Hours of operation** will be Tuesdays and Thursdays 7:30 a.m. to 3:30 p.m. If you have any specific questions regarding the procedures to fingerprint, feel free to call (813) 840-7178.

[Jessica Lunsford Act Documents](#)

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