

# **Pinellas County Schools (PCS) Fingerprinting/Background Screening Quick Guide to Appropriate Service Provider and Procedures**

PCS Fingerprinting Services are divided into six subgroups: PCS New hires, PCS College Student Interns, PCS Charter School Employees, PCS Volunteers, PCS Students in Health related fields, and Vendors/Contractors.

Fees vary and the FDLE/FBI report results are group specific, so please choose the appropriate category carefully.

## **Employees new to Pinellas County Schools**

Administrators, Instructional Staff including Part-time Hourly and Substitutes, Supporting Services, Alternative Staff (coaches), Contracted Services Employees (CSE's with the appropriate paperwork). CSE's are not to be confused with a vendor/contractor or vice versa. CSE's are PCS employees and receive a paycheck from Pinellas County Schools.

Fieldprint, Inc. is the service provider for this group. The fee is \$53.00 for new employees. Follow these procedures:

New employees will be notified by HR staff when it is appropriate for them to log into the Pinellas County Schools district website to schedule their fingerprinting.

- Click on: [PCS HR Fingerprinting Page](#)
- Follow the instructions found on this Web page

The department to contact with questions is Human Resources, 727-588-6000 ext 1936.

## **College Student Interns**

Fieldprint, Inc. is the service provider for this group. The fee is \$53.00 for student interns. Follow these procedures:

Student interns will be notified by their university/college program when it is appropriate for them to log into the Pinellas County Schools district website to schedule their fingerprinting.

- Click on: [PCS HR Fingerprinting Page](#)
- Follow the instructions found on this Web page

If you have questions regarding student internships contact Jennifer Furlott, 727-588-6000 ext. 1940. Questions specific to registering for fingerprinting contact Valarie Washington, 727-588-6391.

## **Charter School Employees**

Fieldprint, Inc. is the service provider for this group. The fee is \$53.00 for new Charter School employees. Follow these procedures:

New charter school employees will be notified by their charter schools when it is appropriate for them to log into the Pinellas County Schools district website to schedule their fingerprinting.

- Click on: [PCS HR Fingerprinting Page](#)
- Follow the instructions found on this web page

The person to contact with questions is Valarie Washington, 727-588-6391.

## **Vendor and Contractors for Pinellas County Schools**

Fieldprint is the service provider for this group. This vendor/contractor group includes individuals, companies and organizations that are directly or indirectly contracted to provide services and goods to the district. The staff of these companies and organizations are not paid as employees of Pinellas County Schools. The fee for fingerprinting, background check and statewide contractor badge is \$87.00. Follow these procedures:

Vendor/Contractor employees will be notified by their employers when it is appropriate for them to log into Fieldprint website to schedule their appointment for fingerprinting.

Vendor/Contractor employees will follow these procedures on the Fieldprint website:

- Click on: <http://floridafieldprint.com/>
- Click on the **Red button on the right side of the page that says "Schedule an Appointment"**
- For a full submission (fingerprinting and badge) please use the Fieldprint code **FPPCSVendors**
- For a badge only (FSSR requests and replacement badges) please use the Fieldprint code **FPPCSBadge**

The department to contact is Pinellas County Schools Police – Annette Reynolds or Patricia Cross – 727-547-7279.

## **Pinellas County School Volunteers**

EZ Fingerprints system is the service provider. Walk-in No appointment needed. Fee is \$45.00

- Go to the EZ Fingerprints website to set an appointment for your fingerprints.  
<http://www.ezfingerprints.com> , walk-ins are welcome if an appointment cannot be made on-line.
- EZ Fingerprints office location.  
1715 East Bay Dr., Suite B., Largo  
8:30am to 6:00pm - Monday thru Friday  
8:30am to 12:00pm - Saturday  
727-479-0805
- School On-Site Session – Fee is \$45.00

School Site Level II Screenings - A minimum of 10 volunteers must be signed up prior to scheduling a school site fingerprint session.

The UPS Store

- 13799 Park Blvd.  
Seminole, FL 33776  
PH 727-512-4477  
M-F 9am - 6:30pm  
Sat 10am - 1pm
- \$45 - Debit/Credit, Money Order, or cash (exact change please)
- Volunteers must call the number above to schedule an appointment.

School Site Level II Screenings - A minimum of 10 volunteers must be signed up prior to scheduling a school site fingerprint session.

Postal Annex

- 2520 N. McMullen Booth Rd. Ste. B  
Clearwater, FL 33761-4181  
Tel: 727-400-6801  
Walk-ins are welcome, no appointment necessary.  
Hours: 8:30am to 6:30pm Monday thru Friday – 9:00am to 3:00pm on Saturday

Please contact the Family & Community Liaison at the school for your Level 2 status.  
Please see the Family & Community Liaison at the school for the Level 2 photo ID authorization form.

The department to contact is Office of Strategic Partnerships – Michelle Roberge 727-588-5050.

### **Pinellas County School Health Program Students – High School and Post-Secondary (PTEC)**

The EZ Fingerprints system is the service provider for this group. The fee will depend whether the student is printed at the EZ Fingerprints office or during a school on-site session.

1. Walk-in procedure – Fee is \$45.00
  - a. Go to the EZ Fingerprints website, <http://www.ezfingerprints.com> , to set an appointment for your fingerprints. Walk-ins are welcome if an appointment cannot be made on-line.
  - b. EZ Fingerprints office location.  
1715 East Bay Dr., Suite B., Largo  
8:30am to 6:00pm - Monday thru Friday  
8:30am to 12:00pm - Saturday  
727-479-0805
2. School On-Site Session – Fee is \$45.00
  - a. \$45.00 for EZ Fingerprints staff to travel to a school location.
  - b. A minimum of 10 students requiring Level II screening must be signed up prior to scheduling a school-site fingerprint session.

The department to contact is Health Science Education – Lisa Packard, 727 588-6008. (Please do not call this number for results.)