

## Level II Fingerprint Procedures

1. New volunteers download the volunteer registration form, must be signed and completed front and back.
  - a. Attach a copy of a government issued photo ID.
  - b. Bring the form to the school you're volunteering for or the Office of Strategic Partnerships.
2. Returning volunteers must re-activate their volunteer status in Focus prior to the Level II screening <https://portal.pcsb.org/focus/>  
Using the v.account and password to reactivate
3. **Prior to obtaining a Level II background check**, volunteers must be registered, background checked approved to volunteer according to Pinellas County School Guidelines. Pinellas County Schools' background check process will take 48 to 72 hours.
4. Click on the EZFingerPrints link to set an appointment for your fingerprints.  
<http://www.ezfingerprints.com>  
EZFingerPrints also accepts walk-in at their site.
  - a. Bring a government issued photo ID and you need to know your Social Security Number
  - b. EZFingerPrints ,  
**1715 East Bay Dr**  
**Suite B**  
**Largo, 33771**  
Clearwater, FL 33756 - 727-479-0805
5. The cost will be \$45.00 for all walk-ins at EZFingerPrints.
  - a. \$45.00 for EZFingerPrints to travel to a school location.
    - i. A minimum of 10 volunteers needed for Level II screening must be signed up prior to scheduling a school site fingerprint session.
6. All fingerprint approvals will take 24 to 72 hours.
7. Approvals will be sent to the Office of Strategic Partnerships.
8. The volunteers profile will be updated with the Level II status in Focus.
9. Please contact Tina Ward at [wardma@pcsb.org](mailto:wardma@pcsb.org) to acquire form for acquiring an ID badge from Walter Pownall.

If you currently have a Level II clearance please provide a copy of the Level II badge/card or VECHS/FDLE paperwork to: The Office of Strategic Partnerships, 301 Fourth Street, Largo, FL 33770 - 727-588-6000 x 1853