



## Pinellas County Schools Fingerprinting / Background Screening Guide to Appropriate Departments and Procedures

04/23/15

### Pinellas County School Volunteers

**New volunteers** download the volunteer registration form, must be signed and completed front and back. Attach a copy of a government issued photo ID. Bring the form to the school you're volunteering at. Background checks are done by the district office. Please obtain the district background check prior to having a Level 2 screening done.

**Returning volunteers** must reactivate their volunteer status in Focus prior to the Level II screening <https://focus.pcsb.org/focus>

Using the v.account and password to reactivate – if you do not know the user ID and Password please call the family & community liaison at your school.

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 approximately 10 days. If you have any questions regarding the level II screening procedure for volunteers please contact the school you volunteer at or the District Volunteer Coordinator Michelle Roberge at 727-588-5050 or email at [robergem@pcsb.org](mailto:robergem@pcsb.org).

**EZ Fingerprints** system is the service provider. EZ Fingerprints office location 1715 East Bay Dr., Suite B., Largo 727-479-0805 Walk-in welcome - Monday – Friday 8:30 AM – 6:00 PM or Saturday 9:00 AM – 2:30 PM No appointment needed. **Fee is \$45.00**

**School On-Site Session – Fee is \$45.00.** A minimum of 10 volunteers needed for Level II screening must be signed up prior to scheduling a school site fingerprint session.

#### **BIM - Going Postal**

35595 US Highway 19 N., Palm Harbor, FL 34684

Ph: 727-437-0242

#### Hours:

Mon-Fri 8AM - 6PM - Saturday 9AM - 1PM

Fee: \$43.50 - Credit/Debit card, Money Order

School Onsite fingerprinting services provided

#### **BIM - The UPS Store**

13799 Park Blvd., Seminole, FL 33776 - PH 727-512-4477 – Hours: M-F 9am - 6:30pm - Sat 10am - 1pm

**Fee \$45** - Debit/Credit, Money Order, or cash (exact change please) Volunteers must call the number above to schedule an appointment.

### **Postal Annex**

2520 N. McMullen Booth Rd. Ste. B., Clearwater, FL 33761-4181 - Tel: 727-400-6801  
Hours: Monday – Friday 8:30 AM – 6:00 PM or Saturday 9:00 AM – 2:30 PM - Walk-ins are welcome or you may call ahead. **The fee is \$48.00**

***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.***

If you currently have a Level II clearance please provide a copy of the Level II badge/card or VECHS/FDLE /FBI paperwork to:

The Office of Strategic Partnerships, 301 Fourth Street, Largo, FL 33770  
Attn: Michelle Roberge, District Volunteer Coordinator 727-588-5050

### **Charter School Volunteers**

**Please contact the Charter School for the VECHS - ORI Number before you go to get your Level II screening done.**

### **College Student Interns – Important please follow the instructions below.**

**Fieldprint, Inc. is the service provider for this group.**

**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.

### **All New Employees of Pinellas County Schools**

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.

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, 727-588-6000ext 1936

### **Charter School Employees**

Fieldprint, Inc. is the service provider for this group. **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 Valerie 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. 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.