

Pinellas County Schools Volunteer Background Screening/Fingerprint Policy and Procedures

Pinellas County School Volunteers – All volunteers must be background screened approved prior to volunteering. All volunteers are required to sign in at the school front office, wear a volunteer/school name tag and/or Level 2 badge while on campus or at a school sponsored event. Volunteers are required to log all volunteer hours in the volunteer system. To log your volunteer hours use the Firefox browser, go to <https://focus.pcsb.org/volunteer>. Please do not use mobile devices to sign onto the volunteer system.

New volunteers must complete the volunteer registration form and attach a copy of a government issued photo ID to the form. Please bring the application to the school you're volunteering at for processing. A level 1 background screening will be done by the district office. It is recommended that prior to obtaining a level 2 screening your level 1 background must be approved first.

Returning volunteers must reactivate their volunteer status prior to volunteering. To activate your volunteer account go to <https://focus.pcsb.org/volunteer> Using your **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.

Below is a list of recommended vendors to obtain a level 2 screenings. You need to let the vendor know your fingerprints are for the Pinellas County Schools volunteer program.

Level 2 Badge - Please contact the school Family & Community Liaison for your level 2 status. The volunteer profile will be updated to level 2 in the volunteer system once the results are received. The school liaison can provide you with an authorization form to get your level 2 photo ID badge.

If you currently have a Level II clearance please provide a copy of the level II badge/card or paperwork from your employer to: The Office of Strategic Partnerships, 301 Fourth Street, Largo, FL 33770. Attn: Michelle Roberge, District Volunteer Coordinator 727-588-5050 or scan and email the document to robergem@pcsb.org.

Recommended Level 2 Vendors

EZ Fingerprints

1715 East Bay Drive, Suite B, Largo

Phone: 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 \$45.00**

BIM - The UPS Store

13799 Park Blvd., Seminole, FL 33776 - PH 727-512-4477 – Hours: M-F 9am - 6:30pm - Sat 10am - 1pm. Volunteers must call the number above to schedule an appointment.

Fee \$40.75 - Debit/Credit, Money Order, or cash (exact change please)

BIM - Goin Postal

1550 N. McMullen Booth Road, Clearwater - PH 727-797-1550 – Hours: M-F 9:30am - 4:00pm
- Walk Ins Welcome - **Fee \$40.75** - Debit/Credit only please

BIM - Goin Postal New

1700 66th Street N., St. Petersburg - PH 727-347-7447 – Hours: M-F 9am - 5pm - Walk Ins
Welcome - **Fee \$40.75** - Debit/Credit, Debit/Credit only please

A+ Fingerprints, LLC

3641 Tyrone Blvd Suite 3 St Petersburg, FL 33710. Monday - Friday 8:30am-5:30pm. Saturday
9am-12pm by appointment only. 727.233.8804 Office, 727.201.6911 or 727-485-6521 Mobile
Fee \$45.00

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. **Fee \$48.00**

SearchFirst Information Services, Inc.

456 Clearwater/Largo Road, Clearwater, FL 33770 ~ Tel: 727-549-8866 ~ Hours M-F 8:00AM
- 5:00 PM. After hours call for an appointment, please. **Fee: \$45.00**

Screening Procedures for: **College Student Interns** – College Students who are beginning
any practicum, internship, field experience, or any type of observations must be registered and
Level 2 fingerprinted prior to completing any educational course requirements.

Click on this link: [PCS HR Fingerprinting Page](#) and follow the instructions. If you have
questions regarding student internships contact Jessica Fisher, 727-588-6223 or email:
fisherje@pcsb.org.

