

**Pinellas County Schools Fingerprinting / Background Screening  
Guide to appropriate system and procedures 05/20/2014**

**Prior to obtaining a Level II background check**, volunteers must be registered, background checked approved to volunteer. Pinellas County Schools' background check process will take 10 days

**Pinellas County School Volunteers**

*New volunteers* download the volunteer registration form, must be signed and completed on both sides. Attach a copy of a government issued photo ID. Bring the form to the school you're volunteering at. The school will enter your form into the volunteer database. A background check will be completed within 10 business days.

*Returning volunteers* must reactivate their volunteer status in Focus prior to the Level II Screening. Go to: <https://portal.pcsb.org/focus>  
Use your v.account and password to reactivate. Please contact your school for User ID and Password information.

Below is a selection of Fingerprint vendors. If you choose a different vendor please ensure that the results are sent to our offices attention Michelle Roberge, Office of Strategic Partnerships, 301 4<sup>th</sup> Street SW, Largo, Fl 33779. Email: [robergem@pcsb.org](mailto:robergem@pcsb.org) Phone# 727-588-5050

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

- a. 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.
- 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

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.

Fee is \$45.00

**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

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

**All New Employees of Pinellas County Schools**

Administrators, Instructional, Supporting Services, Contracted Services (not to be confused with a vendor contractor. Contracted Services employees are true employees and receive a paycheck from Pinellas County Schools), Part-time hourly instructional, Coaches, Instructional substitutes.

The Pride Rock/ABG system is the service provider for this group. The fee is \$60.50 for new employees. Follow these procedures.

Please log into the Pinellas County Schools district website for fingerprinting [www.pcsb.org](http://www.pcsb.org)

- Click on the Human Resources header
- In the drop down menu click on Employment

- On the right side of the page click on Fingerprinting
- 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**

The Pride Rock/ABG system is the service provider for this group. The fee is \$60.50 for student interns. Follow these procedures.

Please log into the Pinellas County Schools district website for fingerprinting [www.pcsb.org](http://www.pcsb.org)

- Click on the Human Resources header
- In the drop down menu click on Employment
- On the right side of the page click on Fingerprinting
- Follow the instructions found on this web page

The person to contact with questions is Mary Thomas 727-588-6391

### **Charter School Employees**

The Pride Rock/ABG system is the service provider for this group. The fee is \$60.50 for new Charter School employees. Follow these procedures.

Please log into the Pinellas County Schools district website for fingerprinting [www.pcsb.org](http://www.pcsb.org)

- Click on the Human Resources header
- In the drop down menu click on Employment
- On the right side of the page click on Fingerprinting
- Follow the instructions found on this web page

The person to contact with questions is Mary Thomas 727-588-6391

### **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 if the student is printed at the EZ Fingerprints office or captured during a school on-site session.

1. Walk-in procedure – Fee is \$45.00
  - a. 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.

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.

A minimum of 10 students needed for Level II screening must be signed up prior to scheduling a school site fingerprint session.

The department to contact is Health Science Education – Patty Hicks 727 588-6008  
**(not the number to call for results)**

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

The Pride Rock/ABG system is the service provider for this group. This vendor / contractor group includes companies and organizations that are contracted through our purchasing department to provide services and goods to the district. The staff of these companies and organizations is not paid as employees of Pinellas County Schools. The fee for fingerprinting, background check and badge is \$99.25. Follow these procedures.

Please log into the Pinellas County Schools district website for fingerprinting [www.pcsb.org](http://www.pcsb.org)

- Click on the Business header
- In the drop down menu click on Vendors
- Follow the instructions found on this web page.

The department to contact is Schools' Police – Bill Gabler or Annette Reynolds – 727-547-7279