

08/22/2017

Pinellas County Schools Fingerprinting / Background Screening Guide to appropriate system and procedures

Pinellas County School Volunteers Level II Fingerprint Procedures. **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. **Returning volunteers** must reactivate their volunteer status in Focus prior to the Level II screening @ <https://focus.pcsb.org/volunteer>

Using their v.account and password to reactivate 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 Volunteer Coordinator Michelle Roberge at 727-588-5050 or email at 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 \$48.00**

School On-Site Session – Fee is \$51.00. A minimum of 10 volunteers needed for Level II screening 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
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
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.