



SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Department of Human Resources

400 East Lake Mary Boulevard

Sanford, FL 32773-7127

(407) 320-0000, FAX 320-0284, TDD 320-0290, INTERNET <http://www.scps.k12.fl.us>

FINGERPRINTING - CONTRACTED SERVICES FORM

In accordance with the **Jessica Lunsford Act**, as amended on July 1, 2007, Section 1012.465, s.1012.467 and s.1012.468 Florida Statutes state, in part, that "... non-instructional contractors who are permitted access on schools grounds when students are present, who have direct contact with students, or who have access to or control of school funds must meet certain criminal background screening requirements." Detailed information can be found on the Seminole County Public Schools website <http://www.scps.k12.fl.us/>

Pursuant to Florida Statutes and/or FDLE (Florida Department of Law Enforcement) User agreements, fingerprints submitted to FDLE by school districts for current and prospective employees, contractors, volunteers, and person seeking to be licensed or certified will be retained in an Applicant Fingerprint Retention and Notification Program (AFRNP) database. When the subject of the fingerprints submitted for retention under this program is identified with fingerprints from an incoming Florida criminal arrest, as confirmed by fingerprint comparison, FDLE will advise the school district which submitted the fingerprints of the arrest.

Signature: _____

Payment Method: Finance

Company/Vendor Information

Company Name: _____

Company Address: _____

Company Contact: _____ Title: _____

Company Phone No.: (____) _____ - _____ Fax No.: (____) _____ - _____ Email: _____

Identifying Information

PLEASE PRINT Are any fingers missing or bandaged? No Yes **Phone Number:** (____) _____ - _____

Name: Last: _____ **First:** _____ **Middle:** _____

Social Security Number: _____ - _____ - _____ **Alias/Maiden Name:** _____

Date of Birth: ____ - ____ - ____ **Gender:** Male Female
Year Month Day

Race: Asian/Pacific Islander Black Caucasian/Latino Native American/Eskimo Unknown

Height: ____ Ft ____ Inches **Weight:** _____ lbs.

Eyes: Blue Brown Gray Green Hazel Black Maroon Pink Multicolor Unknown

Hair: Black Blonde/Strawberry Brown Gray Red Bald Sandy White Pink Orange Purple

Place of Birth (State, if outside U.S., list Country) _____

Home Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Drivers' License Number/Identification: _____ **State Issued:** _____

Fingerprinting Location, Hours, and Payment Information

Location: SCPS, Educational Support Center, 400 E. Lake Mary Blvd. Sanford, Florida 32773.

Hours: Monday-Friday from 8:30-12:00 and 2:00-4:00. No appointment is necessary. NOTE: Fingerprinting is done on a first come, first serve basis depending on available sign in slots upon arrival. Heavy fingerprinting activity on any given day may result in no slots being available at the end of the day.

Payment: The cost for the criminal background screening is \$81.25, effective July 1, 2009, and can be paid in one of the following ways:

- By money order. Money order must be made payable to Seminole County Public Schools and presented at the time of fingerprinting.
- By credit card, debit card or cash directly to the on-site SCPS Finance Department for which you will be provided a receipt as proof of payment.
- By valid company check. Personal checks will NOT be accepted.
- You will need to produce at least one form of state issued photo identification before being fingerprinted.

Fingerprint Tech:	JB	CO	JD	Date:	TCN #: 70E	C59 C59A C59B
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