

JLA Certification changes due to COVID pandemic

If you are not current or if your certification was completed in 2015 you are expected to get certified this year.

Referees will NOT be assigned games without a current JLA certification and Statewide Vendor Badge.

Additionally, **you must purchase the \$10 Statewide Contractor Badge.**

From Seminole County Public Schools

FINGERPRINTING WILL BE DONE ON AN APPOINTMENT ONLY BASIS

Due to the COVID pandemic, the SCPS fingerprint department will begin implementing the following procedures effective immediately:

- 1) Contact Linda Bain (Finance Dept. 407 320 0236) email: linda_bain-pearison@scps.k12.fl.us to make payment over the phone for the Vendor Fee of \$91.25. She will send you an email with a receipt attached.
- 2) Next, to obtain an appointment, the applicant must contact the fingerprint dept. by email at SCPSFingerprintdept@SCPS.K12.FL.US
The email must include:
 - a) A properly filled out [SCPS Form 1403](#)
 - b) A completed [IRS Form I-9 – 3 page form](#)
 - i) Fill out as the employee section 1 (page 1)
Be sure check a box in the Preparer and/or Translator Certification box.
 - ii) As an independent contract, also fill out the employer section 2 (page 2).
 - iii) For proof of residency, it is recommended to use a US Passport.
However, a Driver's license and Birth Certificate together will work.
For additional proof of residency options, see [page 3 of the IRS Form I-9.](#)
 - c) Attach copies of your selected proof of residency documents to the email
 - d) Attach the payment receipt sent to you by Linda in the first step
- 3) You will either get an email with your appointment day and time...
...or a call from Jesus asking you to correct your paperwork.

FSSR TRANSFERS:

Vendors requesting a transfer of fingerprints from another county must submit a properly filled out SCPS form 1403 AND a copy of the individual's form I-9

FSSR transfer fee: \$10

Note: If the individual has a valid Florida Public Schools Contractor badge, the \$10 fee will be waived.

All fingerprint applicants must wear a face mask and bring a Government issued ID.

Upon arrival, the applicant checks in at the main entrance. He/she will be directed to the fingerprint/photo station. Early arrivals may be asked to wait at their vehicle for a text or phone call with instructions. Late arrivals may be asked to wait for an available slot. No more than two applicants will be in the building at any given time, so please be punctual.

Other counties (Lake, Osceola, and Orange) **DO NOT** automatically assist with the Statewide Vendor Badge. For this reason, we stronger encourage officials to use **Seminole County Public Schools**, since they are most efficient, accurate, and coordinate the Statewide Vendor Badge in their process for officials.

Print this [guide for the recommended Seminole County Public Schools process.](#)