



# 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:** \_\_\_\_\_

**\*\*\*FINGERPRINT FEES ARE NON-REFUNDABLE\*\*\***

### 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 a.m. to 3:45 p.m. 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 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	MD	YB	Date:	TCN #: 70E	C59 C59A C59B
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