

**Pinellas County Schools Fingerprinting / Background Screening**  
**Guide to appropriate system and procedures**  
**01/26/15**

**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://portal.pcsb.org/focus/>  
Using the 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 10 days

**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  
727-479-0805

2. School On-Site Session – Fee is \$45.00

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

\$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

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**

PCS Fingerprinting Services are divided into six subgroups: PCS New hires, PCS College Student Interns, PCS Charter School Employees, PCS Volunteers, PCS Students in Health related fields, and Vendors/Contractors.

Fees vary and the FDLE/FBI report results are group specific, so please choose the appropriate category carefully.

**Employees new to Pinellas County Schools**

Administrators, Instructional Staff including Part-time Hourly and Substitutes, Supporting Services, Alternative Staff (coaches), Contracted Services Employees (CSE's with the appropriate paperwork). CSE's are not to be confused with a vendor/contractor or vice versa. CSE's are PCS employees and receive a paycheck from Pinellas County Schools.

Fieldprint, Inc. is the service provider for this group.

**Follow these procedures:**

New employees will be notified by HR staff when it is appropriate for them to log into the Pinellas County Schools district website to schedule their fingerprinting.

- Click on: [PCS HR Fingerprinting Page](#)
- 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**

Fieldprint, Inc. is the service provider for this group.

#### **Follow these procedures:**

Student interns will be notified by their university/college program when it is appropriate for them to log into the Pinellas County Schools district website to schedule their fingerprinting.

- Click on: [PCS HR Fingerprinting Page](#)
- Follow the instructions found on this Web page

If you have questions regarding student internships contact Jennifer Furlott, 727-588-6000 ext. 1940. Questions specific to registering for fingerprinting contact Valarie Washington, 727-588-6391.

### **Charter School Employees**

Fieldprint, Inc. is the service provider for this group. **Follow these procedures:**

New charter school employees will be notified by their charter schools when it is appropriate for them to log into the Pinellas County Schools district website to schedule their fingerprinting.

- Click on: [PCS HR Fingerprinting Page](#)
- Follow the instructions found on this web page

The person to contact with questions is Valarie Washington, 727-588-6391.

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

Fieldprint is the service provider for this group. This vendor/contractor group includes individuals, companies and organizations that are directly or indirectly contracted to provide services and goods to the district. The staff of these companies and organizations are not paid as employees of Pinellas County Schools. **Follow these procedures:**

Vendor/Contractor employees will be notified by their employers when it is appropriate for them to log into Fieldprint website to schedule their appointment for fingerprinting.

Vendor/Contractor employees will follow these procedures on the Fieldprint website:

- Click on: <http://floridafieldprint.com/>
- Click on the **Red button on the right side of the page that says “Schedule an Appointment”**
- For a full submission (fingerprinting and badge) please use the Fieldprint code **FPPCSVendors**
- For a badge only (FSSR requests and replacement badges) please use the Fieldprint code **FPPCSBadge**

The department to contact is Pinellas County Schools Police – Annette Reynolds or Patricia Cross – 727-547-7279.