



Pinellas County Schools Fingerprinting / Background Screening Guide to Appropriate Departments and Procedures

10/2016

Pinellas County School Volunteers – All volunteers must be background screened approved prior to volunteering. Returning volunteers must activate their volunteer profile prior to volunteering. Please don't forget to log your volunteer hours.

New Volunteers download the [volunteer registration application](#), complete the form and attach a copy of a government issued photo ID to the form. Please bring the application to the school you're volunteering at for processing. A level 1 background screening will be processed by the district office. It is recommended that prior to obtaining a level 2 screening your level 1 background should be approved in the volunteer system.

Returning Volunteers must reactivate their volunteer status prior to the level II screening. To activate your volunteer account go to <https://focus.pcsb.org/volunteer> Using your v.account and password to reactivate – if you do not know the user ID and Password please call the family & community liaison at your school.

Below is a list of recommended vendors to obtain a level 2 screenings. You need to let the vendor know you're a volunteer for the public school system. Charter schools have a different code and the vendor will need to know this.

Level 2 Badge Process

Please contact the Family & Community Liaison at the school you volunteer at for your level 2 badge. Once your profile has been updated to level 2 the school liaison can provide you with an authorization form to get your level 2 photo ID badge.

If you currently have a Level II clearance please provide a copy of the level II badge/card or paperwork from your employer to: The Office of Strategic Partnerships, 301 Fourth Street, Largo, FL 33770. Attn: Michelle Roberge, District Volunteer Coordinator 727-588-5050. Email: robergem@pcsb.org

Recommended Level 2 Vendors

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 \$45.00
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.

BIM - The UPS Store

13799 Park Blvd., Seminole, FL 33776 - PH 727-512-4477 – Hours: M-F 9am - 6:30pm - Sat 10am - 1pm. Fee \$40.75 - Debit/Credit, Money Order, or cash (exact change please) Volunteers must call the number above to schedule an appointment.

A+ Fingerprints, LLC

3641 Tyrone Blvd Suite 3 St Petersburg, FL 33710. Monday - Friday 8:30am-5:30pm. Saturday 9am-12pm by appointment only. 727.233.8804 Office, 727.201.6911 or 727-485-6521 Mobile – Fee \$45.00

Postal Annex

2520 N. McMullen Booth Rd. Ste. B., Clearwater, FL 33761-4181 - Tel: 727-400-6801
Hours: 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

Screening Procedures for:

Charter School Volunteers - Please contact the Charter School for the VECHS ORI Number before you go to get your Level II screening done.

College Student Interns – College Students who are beginning any practicum, internship, field experience, or any type of observations must be registered and Level 2 fingerprinted prior to completing any educational course requirements.

Click on this link: [PCS HR Fingerprinting Page](#) and follow the instructions. If you have questions regarding student internships contact Jessica Fisher, 727-588-6223 or email: fisherje@pcsb.org.

Vendor and Contractors for Pinellas County Schools

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



Office of Strategic Partnerships, Family & Community Relations
301 4th Street SW, Largo, FL 33770