



Level II Background Check Appointment Request FORM

Check One: Volunteer/Chaperone \$51.00 Employee/Substitute/Board Member \$58.25

Electronic fingerprints are taken in Tallahassee – by appointment only. Appointments can only be made by the Wakulla Christian School Office. Background Screenings are effective for five (5) years. Upon completion of this form, please return to the Wakulla Christian School Office, and an appointment will be made. You will be notified by the school office of your scheduled time, date and location. Same day appointments are not allowed. Payment is due at the time of scheduling. Please make checks out to WCS in the amount indicated below. If amounts are revised by FDLE, WCS will notify you of the difference.

Full Birth Name: _____

Alias (if any and all / etc...): _____

Married FULL Name: _____

Physical Home Address: _____

Social Security Number: _____

DL#: _____ Issuing State: _____

Date of Birth: _____ State of birth: _____ Race: _____ Gender: _____

Hair Color: _____ Eye Color: _____ Height: _____ Weight: _____

Telephone Number(s): Cell _____ Home _____

If needed to be contacted (when is the better time): Morning Afternoon

Email Address: _____

Date and time you prefer being fingerprinted (Monday-Friday, 8:00am-5:00pm): _____

Volunteer and Employee Background Checks Checking the Background of Persons Who Work or Volunteer with Children, the Elderly, or the Disabled Under The National Child Protection Act (1993), as amended, and section 943.0542, Florida Statutes (1999) VECHS (pronounced "vecks") is an acronym for the Volunteer & Employee Criminal History System at the Florida Department of Law Enforcement (FDLE). The VECHS program was implemented in 1999 and is authorized by the National Child Protection Act (NCPA) (1993), as amended, and Florida Statute 943.0542 (1999). The mission of the program is to protect children, the elderly, and the disabled. Through the VECHS program, FDLE and the Federal Bureau of Investigation (FBI) provide to qualified organizations (not individuals) in Florida state and national criminal history record information on applicants, employees, and volunteers. With this criminal history information, the organizations can more effectively screen out those current and prospective volunteers and employees who are not suitable for contact with children, the elderly, or the disabled. Generally, to be qualified to participate in the VECHS program, an organization (public, private, profit, or non-profit) must provide "care" or "care placement services", as defined in the above laws, to children, the elderly, or the disabled.

Who must be fingerprinted? All private school employees and contracted personnel who have unsupervised access to a scholarship student for whom the private school is responsible must undergo a state and national background screening. Effective July 1, 2007, employees and contracted personnel must submit fingerprints electronically, s. 1002.421(2)(i), F.S. Florida Statute: Section 1002.421(2)(i), Florida Statutes, requires all private school employees and contracted personnel with direct student contact to undergo a state and national background screening by filing a complete set of fingerprints with the Florida Department of Law Enforcement (FDLE). An "employee or contracted personnel with direct student contact" means any employee or contracted personnel who has unsupervised access to a scholarship student for whom the private school is responsible, s. 1002.421(2)(i)1., F.S. In order for a private school to receive background screening results for employees and contracted personnel, the school must register with the Volunteer & Employee Criminal History System (VECHS) at the FDLE and become a "qualified entity," ss. 1002.421(2)(i) and 943.0542(2), F.S. A qualified entity is an organization (public, private, for profit, or non-profit) that provides some type of "care" or care placement services to children, the elderly, or the disabled, even if only as a limited part of the entity's overall business, s. 943.0542(1)(b), F.S. Effective July 1, 2007, private schools participating in a scholarship program must submit fingerprints electronically for the state and national background screening, s. 1002.421(2)(i), F.S. An employee or contracted personnel holding a valid Florida teaching certificate who has been fingerprinted pursuant to s. 1012.32 is not required to be fingerprinted again, s. 1002.421(2)(i)4., F.S. However, private schools are strongly encouraged to electronically fingerprint a certified teacher who does not come directly from a district public school. Before employing instructional personnel or school administrators in any position that requires direct contact with scholarship students, a private school must conduct employment history checks of the personnel's or administrators' previous employers, screen the personnel or administrators through use of the educator screening tools (Teacher Certification Database and the Professional Practices Database of Disciplinary Action), and Document the findings, s. 1002.421(4)(c), F.S.



**PRIVATE SCHOOLS
WAIVER AGREEMENT AND STATEMENT**
Volunteer & Employee Criminal History System (VECHS)
for Criminal History Record Checks
under the National Child Protection Act of 1993, as amended,
and Section 943.0542, Florida Statutes

Pursuant to the National Child Protection Act of 1993, as amended, and section 943.0542, Florida Statutes, this form must be completed and signed by every current or prospective employee, volunteer, and contractor/vendor, for whom criminal history records are requested by a qualified entity under these laws.

I hereby authorize **(enter Name of Qualified Entity)** _____ to submit a set of my fingerprints and this form to the Florida Department of Law Enforcement for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to me. I understand that I would be able to receive any national criminal history record that may pertain to me directly from the FBI, pursuant to 28 CFR Sections 16.30-16.34, and that I could then freely disclose any such information to whomever I chose. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, pursuant to the National Child Protection Act of 1993, as amended, and Section 943.0542, Florida Statutes.

I understand that, until the criminal history background check is completed, you may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, you will provide me a copy of the criminal history background report, if any, you receive on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee, volunteer, contractor, or subcontractor.

A national criminal history background check on me has previously been requested by:

(Name and Address of Previous Qualified Entity) (Year of Request)

I ___have OR ___have not been convicted of a crime.

If convicted, describe the crime(s) and the particulars of the conviction(s) in the space below:

I ___do OR ___do not authorize you to release my criminal history records, if any, to other qualified entities.

I am a current or prospective (check one): Employee Volunteer Contractor/Vendor

Signature: _____ Date: _____

Printed Name: _____

Address: _____

Date of Birth: _____

TO BE COMPLETED BY QUALIFIED ENTITY:

Entity Name: _____

Address: _____

Telephone: _____ Fax: _____

FDLE Assigned Qualified Entity Number: _____

ORIGINAL - MUST BE RETAINED BY QUALIFIED ENTITY