

## FINGERPRINT PROCEDURE

Please review the information listed below, as it is imperative that your background check is completed in enough time to allow you to accompany your child on any overnight trip you have volunteered to chaperone. Once you have been fingerprinted, the results are good for 5 years.

### 1. Obtain a Fingerprint Card & a VECHS Waiver Agreement & Statement from Mrs. Morell, in the school office.

- a. Complete all information requested on the Fingerprint Card. **Use black ink only.** Please refer to the Completion Directions attached to your Fingerprint Card **BEFORE** you begin to fill in the information. If you fail to follow the very specific directions your Fingerprint Card will be rejected, sent back, & you will have to complete the entire procedure over again.
- b. Complete all information requested on the VECHS Waiver Agreement & Statement & return to Mrs. Morell.

### 2. Get your Fingerprints taken.

- a. Take your filled out Fingerprint Card to the Orlando Police Department located at 100 South Hughey Avenue. They are open to the public for fingerprint processing on **Wednesdays, between the hours of 10:00 a.m. & 4:00 p.m.** Bring a photo ID (D.License is fine) & **\$10.00** payment in cash, checks will not be accepted.

**OR**

- b. Take your filled out Fingerprint Card to the Altamonte Police Department located at the Altamonte Mall (lower level), between Macy's & J.C. Penney's. They are open to the public for fingerprint processing **Monday through Saturday, between the hours of 10:00 a.m. & 4:00 p.m.** Bring a photo ID (D.License is fine) & **\$10.00** payment in cash, checks will not be accepted.
- c. Return completed Fingerprint Card to Mrs. Morell, with a check for **\$33.25** (for processing) made out to **FDLE**.

Once you have returned your Fingerprint Card & Waiver Agreement to Mrs. Morell, they will be sent to the Florida Department of Law Enforcement in Tallahassee, and a complete FBI background check will be performed. It will take between 20 and 30 days to process. Results of the background check will be sent back to LECS and only Mrs. Morell and Ms. DeNoia will have access to that information. The following will preclude you from being allowed to chaperone overnight:

1) any convictions of any kind concerning children, 2) any convictions involving weapons, 3) any felony drug convictions or multiple charges within the last five years. Any other questionable charges will be reviewed by administration and legal counsel will be consulted if deemed necessary.

All 8<sup>th</sup> grade Washington D.C., Chaperones must have their Fingerprint Cards and Waivers turned in to Mrs. Morell no later than **January 13<sup>th</sup>**, or they will not be able to participate & no monies will be refunded. All 5<sup>th</sup> grade Tallahassee Chaperones must have their Fingerprint Cards turned in to Mrs. Morell no later than **March 12<sup>th</sup>**, or they will not be able to participate & no monies will be refunded. You may count four hours of volunteer time up to a maximum of eight

hours per family (2 background checks) to compensate for the expense of the background check(s).