

Santa Rosa County District Schools

**VECHS APPLICANT WAIVER AGREEMENT AND STATEMENT**

For Criminal History Record Checks

<b>FOR DISTRICT USE ONLY</b>		Does the applicant have a current Santa Rosa District badge? <input type="checkbox"/> Yes <input type="checkbox"/> No
School/Department _____	Level 1 Board Approval Date _____	Expiration Date: _____
Administrator Signature _____	Grade Level Director _____	
Date _____		

This form shall be completed and signed by every current or prospective employee and/or volunteer.

I hereby authorize (*enter Name of Qualified Entity*) The School Board of Santa Rosa County, FL to submit a set of my fingerprints and this form to the Florida Department of Law Enforcement (FDLE) 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 Federal Bureau of Investigation (FBI). Pursuant to Title 28, Code of Federal Regulations (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.

I understand that, my fingerprints may be retained at FDLE and the FBI for the purpose of providing any subsequent arrest notifications and that upon request you may provide me a copy of the criminal history record report, and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I am aware that procedures for obtaining a change, correction, or updating of the FDLE or FBI criminal history are set forth in F.S. 943.056 and Title 28, CFR, Section 16.34. 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 and/or volunteer.

A national criminal history record check has previously been requested by:

**Not Required**  
\_\_\_\_\_  
(Name and Address of Previous Qualified Entity)

**Not Required**  
\_\_\_\_\_  
(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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**ORIGINAL- MUST BE RETAINED BY QUALIFIED ENTITY**

Email: \_\_\_\_\_

**SANTA ROSA DISTRICT SCHOOLS**  
**Level 2 Volunteer Finger Printing Instructions**

**Volunteer Name:** \_\_\_\_\_

**Note: Do not edit this document. It should only be used for the volunteer named above. A new sheet will be provided by the grade level director's office for each approved Level 2 Volunteer.**

To schedule a fingerprinting appointment, please follow these simple instructions:

1. Visit [www.fieldprintflorida.com](http://www.fieldprintflorida.com).
2. The cost will be: **\$53.25**. This cost will be collected at some point in the registration/scheduling process on line by Field Print.
3. Click on the "Schedule an Appointment" button.
4. Enter an email address under "New Users/Sign Up" and click the "Sign Up" button. Follow the instructions for creating a Password and Security Question and then click "Sign Up and Continue".
5. Select "I know my Fieldprint Code" and enter the code given to you by your employer/service provider. Use Code: **FPSDSRVolunteers** Do not pick a code from the drop-down menu.
6. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing. Note: When asked to enter your employer/organization you represent please put the following information

*The Schools Name and Address requesting your service as a Level 2 Volunteer.*

Milton High School                      5445 Stewart Street  
Milton, FL. 32570

7. At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.
8. If you have any questions or problems, you may contact our customer service team at 877-614-4364 or [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com). **(This includes missed appointments or rescheduling appointments. The district is not responsible if you miss an appointment and cannot get a refund from Field Print.)**
9. The school district will complete the background check review and have a Level II Volunteer Badge produced. The grade level director's office will let you know when your badge is ready for pick up. Badges will not be released until the individual is approved by the School Board as a Level 2 Volunteer.
10. Badges will be picked up by each individual at the front desk of the Dillon Administration Center by showing a valid ID and signing for their own badge.