

LEON COUNTY SCHOOL BOARD
REQUEST FOR BACKGROUND CHECK FOR VENDORS AND CONTRACTORS

NAME _____ DOB _____ / _____ / _____

(Photo ID Required)

SOCIAL SECURITY NUMBER _____ TELEPHONE _____

ADDRESS _____

COMPANY NAME: _____ POSITION: _____

COMPANY ADDRESS: _____ COMPANY PHONE: _____

COMPANY CONTACT: _____ CONTACT EMAIL: _____

***NOTICE:** Level 2 screening standards (Fingerprints) return criminal history results on arrests (including juvenile) nationwide. Under Florida Statute 1012, persons with specified access require level 2 screening. Leon County Schools reviews contractor criminal histories and has high screening standards. Offences outlined in Florida State Statute 435.04 (crimes of moral turpitude) can be disqualifying when persons have been found guilty of or entered a plea of nolo contendere (no contest).*

I have read and understand the information above. I have had the opportunity to review Florida Statute 435.04 and/or have had questions answered concerning this process.

Signature of Vendor/Contractor
(Required)

In the event an approved contractor/vendor is arrested for any reason after the background clearance performed by an authorized school district in the State of Florida, they are required to immediately notify his or her supervisor who will then notify the Leon County School Board (LCSB) within 48 hours of the arrest, at which time a determination will be made as to whether the approval of that individual will be rescinded from accessing LCSB properties.

Signature of Vendor/Contractor
(Required)

The cost is \$95 (includes cost of badge). Cash is not accepted. Take this form, along with a picture ID, to the Leon County School Board Personnel Office, 2757 W. Pensacola Street, Tallahassee, FL 32304 along with **\$95** (Mastercard / Visa / Money Order made payable to **Leon County School Board**) Hours of fingerprinting are 8:00am - 5:00pm, Monday through Friday. **NOTE:** In order for the fingerprint results to be reviewed by other State of Florida school districts you must inform each district respectively of your having fingerprinted with LCSB.

VENDOR ID # _____

CLEARED _____

IDENTIFIED _____

AUTHORIZED SIGNATURE

DATE