



# **CONTRACTORS/VENDORS**

# **QUICK REFERENCE GUIDE**



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## WELCOME TO FLORIDA VIRTUAL SCHOOL

**In order for this process to be as efficient and timely as possible, we ask that Vendors, Agencies, or Internal Staff Specialists provide Brenda Collatin the names of individuals requiring clearance. Brenda Collatin can be reached at [bcollatin@flvs.net](mailto:bcollatin@flvs.net).**

We understand that the requirements of the Jessica Lunsford Act can be quite overwhelming; therefore FLVS prepared the following Guide as a quick reference to assist in answering questions. After reviewing the Guide if you have additional questions pertaining to Jessica Lunsford compliance as it relates to FLVS, please **contact Brenda Collatin 407-513-3371 or [bcollatin@flvs.net](mailto:bcollatin@flvs.net).**

The Jessica Lunsford Act was enacted on September 1, 2005 in response to the tragic abduction and death of Jessica Lunsford. This law affects vendors' business operations and employees if they are under contract with Florida Virtual School.

Florida statute requires all vendors, contractors, and subcontractors of Florida Virtual School, to undergo a FDLE/FBI Level II background screening.

Vendors with contractors expected to start with FLVS will be fingerprinted, and must be cleared after an evaluation of the state and national FDLE/FBI Level 2 background check. Only after this clearance by FLVS, will the contractor be granted approval to begin their contract. A contractor will not be able to initiate their employment until FLVS has provided the necessary clearance.



Being a public school, FLVS must be cognizant of tax payers dollars. Therefore, as a result, FLVS requires all vendors/contractors, to pay up front for required drug testing (if applicable) and or fingerprinting services. Payment can be made at the time of scheduling fingerprints directly through Fieldprint.

In the unlikely event a contractor is recommended to FLVS with a criminal background, the referring Vendor is responsible for obtaining the necessary information as requested by FLVS.



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

1. Visit [www.fieldprintflorida.com](http://www.fieldprintflorida.com).
2. Click on the "Schedule an Appointment" button.
3. 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".
4. Select "I know my Fieldprint Code" and enter the code given to you by your employer/service provider or select "Enter Fieldprint Code" from the drop-down menu and enter the code. **FPFLVirtualSch1**
5. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
6. 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.

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).



**APPLICANT NOTIFICATION & RELEASE OF INFORMATION**

**[Applicant, please sign and complete this form then return it to Florida Virtual School]**

**IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING**

In connection with my application for employment with \_\_\_\_\_, I understand that investigative background inquiries are to be made concerning my criminal and civil history.

I authorize, without reservation, Florida Virtual School, who I will work for pursuant to an agreement with \_\_\_\_\_, to obtain the above information and reports.

I authorize without reservation, Florida Virtual School to furnish the above mentioned information or reports to \_\_\_\_\_.

NAME (PRINT): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE \_\_\_\_\_