

BOARD MEMBERS

Virginia S. Childs
F. Wesley Eubank
Tina W. Pinkoson
Eileen F. Roy
Barbara Sharpe



620 E. University Avenue
Gainesville, Florida 32601
www.sbac.edu
(352) 955-7300
Fax (352) 955-6700
Suncom 625-7300
Suncom Fax 625-6700

SUPERINTENDENT OF SCHOOLS

W. Daniel Boyd, Jr., Ed.D.

Vendors, contractors, employees and interns must be electronically fingerprinted through the Alachua County Public Schools, Department of Personnel Services, located in the West Wing of the Kirby-Smith Center, 620 East University Avenue.

- The cost of fingerprinting for contractors and vendors is \$81.25. The cost for employees and interns is \$57.25. Payment may be made by **MONEY ORDER OR CREDIT CARD (Visa or Mastercard only)**. **MONEY ORDERS** should be made payable to Fingerprinting Services, LLC. For **CREDIT CARD** pre approval, visit www.flprints.com, or call 1-877-357-7456.
- The schedule for fingerprinting is 8:00am-4:00pm, Tuesday through Thursday. The individual being fingerprinted must present his/her driver's license or photo id, and fingerprinting fee payment (money order or credit card approval). Each individual should complete the **Contractor/Vendor Employee Fingerprinting Information Form**, and the appropriate **Affirmation of Contractual Personnel Form** as part of the fingerprinting process. These forms are available online at www.sbac.edu. The individual shall bring the completed forms with them to the fingerprinting station.
- Individuals with criminal history may be required to provide court documents to the Personnel Services Office. Criminal records will be reviewed in accordance with School Board of Alachua County background screening guidelines and applicable state statutes.
- The contractor or vendor will be contacted by phone and/or mail if an employee's clearance will be delayed pending the receipt and review of requested documents. An individual who is awaiting clearance by Personnel Services is **not** permitted access to school grounds while students are present, have direct contact with students, or have access to or control of school funds.
- Individuals who are not cleared will be mailed a notification letter and a copy will be mailed to their company. Individuals who have been cleared will be notified when their id is available for pick up.
- Contractors and vendors are required to notify Alachua County Public Schools when fingerprinted employees terminate employment with the company. The employer should return the employee identification card to Personnel Services as soon as possible.
- Contractors and vendors who have been cleared in another Florida school district, and who appear on the Florida Department of Law Enforcement Shared Database may obtain an Alachua County id by coming to Personnel Services with proper id and completing the appropriate affirmation form. There is no charge for this service.
- Contractors/vendors and their employees who are exempt from background screening, as outlined in section 1012.468, Florida Statutes, are still subject to a search of his/her name against the registration information regarding sexual predators and sexual offenders maintained by the Florida Department of Law Enforcement under s.943.043, and the national sex offender public registry maintained by the United States Department of Justice. There is no charge for this service.

If you have any questions about these procedures, please call 352-955-7654, ext.224.