

Contractor or Vendor

A contractor or vendor must be electronically fingerprinted through Fieldprint.

Located at

United Parcel Service (UPS) Tower Square Shopping Center,
5745 SW 75th Street, Gainesville FL 32608 (corner of Archer and Tower Road)
Hours: Monday-Friday 10:00am-6:00pm, Saturday 10:00am-4:00pm

Appointment only.

To schedule go to www.fieldprintflorida.com
(must have Fieldprint code from Personnel before scheduling appointment)

Fingerprinting Cost: \$76.50 + State Badge \$10.00
Payment: All major credit cards/debit cards

A contractor or vendor with criminal history may be required to provide court documents to the Personnel Department. Criminal records will be reviewed in accordance with School Board of Levy County background screening guidelines and applicable Florida State Statutes.

A contractor or vendor who has been cleared will be notified when ID badge is available for pick-up.

A contractor or vendor who is not cleared will be mailed a notification letter and a copy will be mailed to their company.

A contractor or vendor is required to notify Levy County Public Schools when fingerprinted employees terminate employment with the company. The employee should return the employee identification card to Personnel Department as soon as possible.

**If you have any questions about these procedures,
please call 352-486-5231.**

The following procedures and guidelines are hereby implemented in order to comply with the requirements of Florida Statute 101.465 as adopted by the 2005 Florida Legislature:

1. Proof of clearance must be provided by all contractors, vendors or individuals to whom the law applies. Individuals who (i) are permitted on school grounds when students are present; (ii) have direct contact with students; or (iii) have access to or control of school funds.
2. Before future contracts are issued with new vendors or individuals the attached language will be included. The Finance/purchasing department will ascertain that each new contract is valid.
3. The Personnel Department will accept verification of fingerprint clearance through the Florida Shared School Results database.
4. When needed, the contractor, vendor, or individual will call the Personnel Department to receive instructions to be fingerprinted into the FSSR.
5. The cost of fingerprinting will be borne by the contractor, vendor or individual. The fingerprints will be maintained in the Florida Shared School Results database for a period of five (5) years from date of printing. At that time, the prints will be purged and the FSSR and the vendor/contractor/individual will be responsible for being reprinted and having the background clearance ran again.
6. The Personnel Department will maintain a file of all individuals fingerprinted and his/her criminal history records. The Personnel Department will also verify that the individual is not listed on the Sexual Predator/Offender website.
7. After the background screening report comes back from the FDLE and FBI, the Personnel Department will notify the contractor, vendor or individual and employer/agency of the individuals who have been cleared.
8. Any criminal records that are not cleared will be forwarded to the Criminal History Review Committee. Individuals with criminal history may be required to provide certified court documents. The individual and the employer/agency of the individual will be notified of the decision of the Criminal History Review Committee. Florida Statute 1012.32 states that "persons subject to this subsection found through fingerprint processing to have been convicted of a crime of moral turpitude shall not be employed, engaged to provide services or serve in any position requiring direct contact with students." For the purpose of complying with this law, conviction means that person has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to a crime of moral turpitude. Crimes of moral turpitude include, but are not limited to, the following:
 - Felony crimes of violence
 - Felony sale of controlled substances
 - Felony sexual-related crimes
 - Lewd and Lascivious crimes
 - Indecent exposure
 - Prostitution
 - Felony child abuse crimes

- Other offenses may also be considered to involve moral turpitude or not be appropriate for individuals to be on school grounds.
9. An individual who is not cleared or who is awaiting clearance by the Criminal History Review Committee is not permitted access to school ground while students are present, may not have direct contact with students, or may not have access to or control of school funds.

Contractors, vendors, or the employers/agencies shall notify the Personnel Department when the fingerprinted individuals terminate employment or services. The Personnel Department will inform the Finance/Purchasing department and FDLE.