

## Level II Fingerprint Procedures

**Prior to obtaining a Level II background check**, volunteers must be registered, background checked approved to volunteer according to Pinellas County School Guidelines. Pinellas County Schools' background check process will take 48 to 72 hours.

All volunteers will go inactive on August 4<sup>th</sup> for the new school year. All volunteers will need to submit a new volunteer form and a copy of their driver's license to maintain their active status for the next school year.

For all new volunteer to the Pinellas County School System:

1. Go to the Pinellas County School volunteer website <https://www.pcsb.org/volunteers> or attend the forms party and complete the volunteer form
2. Download the volunteer registration form, must be signed and completed front and back.
  - a. Attach a copy of a government issued photo ID.
  - b. Bring the form to the school and place in the blue band booster box, attention: or you can bring the form to the SHS office and give it to Michelle Grego.
  - c. Pinellas County School background check process takes 48 to 72 hours
  - d. Once your background check has been approved, follow the remaining instructions.

For all active, approved volunteers:

1. Click on the EZFingerPrints link to set an appointment for your fingerprints. <http://www.ezfingerprints.com>. EZFingerPrints also accepts walk-in at their site.
  - a. Bring a government issued photo ID.
  - b. EZFingerPrints , 1715 East Bay Dr. Suite B, Largo, FL 33771 - 727-479-0805
2. The cost will be \$48.00 for all walk-ins at EZFingerPrints.
3. All fingerprint approvals will take 24 to 72 hours.
4. Approvals will be sent to the Office of Strategic Partnerships.
5. The volunteers profile will be updated with the Level II status in Portal.
6. The Office of Strategic Partnerships will be responsible for providing all Level II badges.
7. If you currently have a Level II clearance please provide a copy of the Level II badge/card or VECHS/FDLE paperwork to: The Office of Strategic Partnerships, 301 Fourth Street, Largo, FL 33770 - 727-588-6000 x 1853

**WE WILL ALSO BE HAVING EZ FINGERPRINTS COME TO SEMINOLE HIGH SCHOOL TO FINGERPRINT NEW STAFF AND VOLUNTEERS – PLEASE STAY TUNED FOR DATES!**

If you have any question regarding the process, you can contact Michelle Grego at [gregomi@pcsb.org](mailto:gregomi@pcsb.org) or call/visit her in the SHS office.