

Brevard Public Schools Level II Background Screening Procedures

Florida Statute 1012.465 requires that all contractual personnel must meet Level 2 Screening requirements as described in **Florida Statute 1012.32** (available online www.flsenate.gov/Statutes. Title: XLVIII Chapter: 1012)

Contractual personnel include owners, employees, and/or agents of any vendor, organization, or entity under contract to conduct business with the Brevard County School District, including sub-contractual personnel.

Contractual personnel must meet the Level 2 screening if they:

- Are permitted access on school grounds when students have the potential to be present
- Have potential for direct contact with students or
- Have access to or control of school funds

During the Level II background screening process, an applicant's fingerprints are submitted electronically to the Federal Bureau of Investigation (FBI) and Florida Department of Law Enforcement (FDLE) for national and state criminal records checks.

All vendors and contractors must be electronically fingerprinted **specifically for Brevard County School District** by Pride Rock at one of their approved processing centers. **NOTE: Applicants that have been electronically fingerprinted by a school district for a Level II background screening may obtain their TCN from that district and contact the Office of District and School Security directly. If the Level II screening results are available from the FDLE, the Office of District and School Security will process the screening using that data.**

This website is designed to allow contractual personnel to complete the fingerprint service scheduling and registration process, as well as pay for the services online.

To Register:

1. LOCATE Company's Brevard Vendor ID #
2. SCHEDULE Service at authorized Service Center
3. ENROLL personal data required to submit fingerprints. Employee must also register a government issued photo identification (i.e. Driver's License).
4. COMPLETE Brevard Security Check Form (Note: to complete the form, enter initials online and check the box to certify / acknowledge the statement)
5. PAY \$79.25 ONLINE by credit card, or mail in paper check or money order.
 - o You must pay in advance.
 - o You can not pay the Service Center Operator.
 - o Selecting that you'll pay by check or money allows you to continue the process, but your fingerprints will not be submitted for clearance until this payment has been received and reconciled by our corporate office. An address for check submission follows in the payment section.

The fee provides for issuance of a revocable security clearance for the Brevard County School District. This cost includes the initial fingerprint collection/processing, FBI and FDLE background checks, district management, FDLE record retention/review, and issuance of an identification badge valid for two (2) years unless revoked. Payment should not be sent or delivered to the Brevard County School District. **The Brevard County School District will be contacting the Contractors regarding the renewal of badges for subsequent years. If your company should have questions about the renewal process, you may contact our office for more information.**

6. OBTAIN RECEIPT generated online. **Print** the Bar Code Receipt and bring it along with the specific Photo ID you registered with the service center

Applicants whose Level 2 screening results comply with the Brevard County School District screening requirements will be issued a District Identification Badge. Individuals, and their employers will be delivered an email or written notification of the approved security clearance.

- While under contract with the Brevard County School District, contractors and vendors will be required to immediately notify the Office of District and School Security when any of its employee(s) previously provided with a District Identification Badge terminates his/her employment, or is arrested for any disqualifying offense listed in Section 435.04, Florida Statutes.
- It is the responsibility of the contractor or vendor to ensure that the School District issued ID badge(s) for terminated or arrested employee(s) are returned to the Office of District and School Security within 24 hours.
- All lost, stolen or damaged/destroyed District Identification Badges must be reported to Brevard County School District within 24 hours.
- Note: At the end of the second year, an additional fee will be charged for the next year's FDLE record retention/review, and for a new District Identification Badge. Applicants will be notified for renewal shortly before the two year anniversary date.

Applicants whose Level II screening results DO NOT comply with the Brevard County School District's screening requirements will be notified via email by the Brevard County School District representative (if no email address is available, the notification will arrive via USPS mail). This notification will be delivered to individuals **and** their employers who have been denied security clearance.

All questions regarding an applicant's denial should be addressed to:

Brevard Public Schools
Office of District and School Security
2700 Judge Fran Jamieson Way
Viera, Florida 32940
321-633-1000, extension 233

NOTE: The Brevard County School District does provide for an appeal process regarding an applicant's criminal history.

Individuals determined to have a criminal history involving a disqualifying offense resulting in their application being declined may request to review the record provided by the FBI and FDLE. **Background screening records are considered confidential information** and may only be viewed by the applicant (must provide a valid photo ID), by appointment, at the Office of District and School Security, Brevard Public Schools. An applicant who wishes to appeal the validity of information provided in the FBI or FDLE report will be required to provide certified court documents clearly stating an acceptable disposition to the charge(s) in question. Such documents shall be delivered to the Office of District and School Security, Brevard Public Schools.

NOTE: An applicant who has been denied the necessary security credential and is awaiting clearance after submission of the necessary court documents **shall not be not permitted access to school grounds under any circumstances.**

A Step By Step Procedure

To do the Brevard Public Schools Level II Background Screening referenced at

<http://mcoa.org/soccer/regstuff.htm> on the Mid Coast Officials Website

The Level II Screening will cost **\$79.25**

You can pay with **PAYPAL** at the end of the procedure

Go to <http://security.brevard.k12.fl.us>,



click on **PRIDE-ROCK**, select the checkbox, and hit **NEXT**, and follow the instructions!



Brevard Public Schools Level II Background Screening Procedures

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This website is designed to allow contractual personnel to complete the fingerprint service scheduling and registration process, as well as pay for the services online.

To Register:

1. LOCATE Company's Brevard Vendor ID #
2. SCHEDULE Service at authorized Service Center
3. BRWOL personal data required to submit fingerprints. Employee must also register a government issued photo identification (i.e. Driver's License).
4. COMPLETE Brevard Security Check Form (Note: to complete the form, enter initials online and check the box to certify / acknowledge the statement)
5. PAY \$79.25 ONLINE by credit card, or mail in paper check or money order.
 - You must pay in advance.
 - You can not pay the Service Center Operator.
 - Submitting that you'll pay by check or money allows you to continue the process, but your fingerprints will not be submitted for clearance until the payment has been received and reconciled by our corporate office. An address for check submission follows in the payment section.

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6. OBTAIN RECEIPT generated online. Print the Bar Code Receipt and bring it along with the specific Photo ID you registered with the service center.

Applicants whose Level 2 screening results comply with the Brevard County School District screening requirements will be issued a District Identification Badge. Individuals, and their employers will be delivered an email or written notification of the approved security clearance.

- While under contract with the Brevard County School District, contractors and vendors will be required to immediately notify the Office of District and School Security when any of its employee(s) previously provided with a District Identification Badge terminates his/her employment, or is arrested for any disqualifying offense listed in Section 435.84, Florida Statutes.
- It is the responsibility of the contractor or vendor to ensure that the school district issued ID badge(s) for terminated or created employee(s) are returned to the Office of District and School Security within 24 hours.
- All lost, stolen or damaged/destroyed District Identification Badges must be reported to Brevard County School District within 24 hours.
- Note: At the end of the second year, an additional fee will be charged for the next year's FDLE record retention/review, and for a new District Identification Badge. Applicants will be notified for renewal shortly before the two year anniversary date.

Applicants whose Level II screening results DO NOT comply with the Brevard County School District's screening requirements will be notified via email by the Brevard County School District representative (if no email address is available, the notification will arrive via USPS mail). This notification will be delivered to individuals **and** their employers who have been denied security clearance.

Click the confirmation at the bottom of the page then click NEXT

Applicants whose Level 2 screening results DO NOT comply with the Brevard County School District's screening requirements will be notified via email by the Brevard County School District representative (if no email address is available, the notification will arrive via USPS mail). This notification will be delivered to individuals **and** their employers who have been denied security clearance.

All questions regarding an applicant's denial should be addressed to:

Brevard Public Schools
Office of District and School Security
2700 Judge Fran Johnson Way
Wekiwa, Florida 32940
321-432-1400, extension 233

NOTE: The Brevard County School District does provide for an appeal process regarding an applicant's criminal history.

Individuals determined to have a criminal history involving a disqualifying offense resulting in their application being declined may request to review the record provided by the FBI and FDLE. **Background screening records are considered confidential information** and may only be viewed by the applicant (must provide a valid photo ID), by appointment, at the Office of District and School Security, Brevard Public Schools. An applicant who wishes to appeal the validity of information provided to the FBI or FDLE report will be provided verified court documents clearly stating an acceptable disposition to the charge(s) in question. Such documents will be delivered to the Office of District and School Security, Brevard Public Schools.

NOTE: An applicant who has been denied the necessary security credential and is awaiting clearance after submission of the enhancements.

By selecting the check box, I certify that I have read and understand the instructions.

NEXT >

OTHER OPTIONS

BADGE ONLY: If you were previously issued a clearance letter by the district and were NOT fingerprinted by PrideRock for this district and have NOT been issued a badge by this school district, please click [here](#).

SHARED DATA: If you were previously printed by a different Florida County School District for Jessica Lundford Act compliance **APRIL 1, 2007** please click [here](#).

Please print this page for your records

You will see the next frame to enter the Vendor Number

Enter the MCOA vendor number **0000108972**

1. INSTRUCTIONS 2. LOGIN 3. LOCATOR 4. DEMOGRAPHICS 5. CONFIRMATION 6. DISCLOSURE 7. PAYMENT 8. RECEIPT

- 1 Enter your Vendor ID # if you know it.
- 2 If not known, Click the Locate Vendor ID # button.
- 3 Enter the confirmation code found in the graph.
- 4 Click Submit.

Enter Vendor Number:

Find Vendor Number:

Confirmation Code:

Enter Code:

(Displayed Above)

[help](#) | [contact us](#) | [privacy](#)

0000108972

MID COAST OFFICIALS ASSOC
P O BOX 509
, CO FL

- 1 Enter your Vendor ID # if you know it.
- 2 If not known, Click the Locate Vendor ID # button.
- 3 Enter the confirmation code found in the graph.
- 4 Click Submit.

Enter Vendor Number:

Find Vendor Number:

Confirmation Code:

Enter Code:

(Displayed Above)

Then SUBMIT

Verify the information is correct

1	Please confirm that the Vendor Code you entered is the one displayed below
2	If the Vendor Name is not your employer please click the Edit button
3	Click Submit

Vendor Number:	0000108972
Vendor Name:	MID COAST OFFICIALS ASSOC
Vendor Address:	P O BOX 509 . CO FL
SUBMIT < EDIT	

Select where you want to go to give your fingerprints and have your picture taken

Brevard Public Schools SAFE SYSTEM OUTSOURCED FINGERPRINT NETWORK PrideRock

1. INSTRUCTIONS 2. LOGIN 3. LOCATOR 4. DEMOGRAPHICS 5. CONFIRMATION 6. DISCLOSURE 7. PAYMENT 8. RECEIPT

- 1 Choose either (1) Zip Code Locator or the (2) State Locator to locate an authorized Center. The Zip Code Locator lists the closest Centers. The State Locator lists all Centers in a state.
- 2 Select a Center and CLICK the "BUY NOW" button.
- 3 DEMOGRAPHIC DATA ENTRY - Enter demographic data. Remember to email a government issued Photo ID.
- 4 BREVARD DISCLOSURE STATEMENT - All vendors must complete the Disclosure Statement. Vendors must sign the Disclosure Statement by entering initials and checking the certification box.
- 5 PAYMENT INSTRUCTIONS - Select a Payment Option and complete forms.
- 6 IMPORTANT - Bring your Bar Code Receipt and bring it to the Center when you go to be fingerprinted and/or photographed. DO NOT see the Center. Please contact PrideRock Holdings if the Center requests payment.
- 7 IMPORTANT - Bring one (1) form of government issued Photo ID (Driver's license) with you to the Center. Without this information you WILL NOT be fingerprinted/photographed.
- 8 P.O.C. - Call the Center to confirm a time for your transaction.

STATE LOCATOR: Florida ZIP CODE LOCATOR: 32780

For Titusville: you can go to the Mail Center on Hopkins.

You can see a MAP or start the process to BUY the Level II Clearance




Buy Now will cost you \$79.25

You can use PAYPAL to make a Payment To PrideRock Holding Company, Inc. of \$79.25

You will then be given a page with a Bar Code to PRINT and take to the location (in this example – The Mail Center)

Show them the printed sheet and you will be fingerprinted and a picture will be taken at that site.

PrideRock Holding Company, Inc.



YOU HAVE COMPLETED YOUR FINGERPRINT TRANSACTION PROCESS

The School District of Brevard County

PLEASE PRINT THIS RECEIPT AND BRING TO THE SOFN CENTER THAT WAS SELECTED.


IF YOU DON'T HAVE A PRINTER, WRITE DOWN THE FOLLOWING:

1. THIS BAR CODE NUMBER - 87000311781
2. THE NAME, ADDRESS AND TELEPHONE NUMBER OF THE SERVICE CENTER

Please proceed to the SERVICE CENTER listed below to complete your transaction. You are **REQUIRED** to bring this receipt to the SERVICE CENTER ALONG WITH YOUR GOVERNMENT ISSUED PHOTO ID.

As a courtesy, please call the SERVICE CENTER to confirm the location and a time to be fingerprinted.

Keep this receipt in case you are asked to resubmit your fingerprints. This receipt entitles you to resubmit your fingerprints (in cases where they have been rejected by the State Agency and/or the FBI) free of charge.

Mail Parcel Center or Service Center Location	The Mail Center - Titusville, FL 3200 S Hopkins Ave Titusville, FL, 32780 321-260-2255
Bar Code	 8 7 0 0 0 3 1 1 7 8 1 87000311781
Business Name	PrideRock Holding Company, Inc.
Appointment	Please call ahead - (321-268-2255)
Customer Support Email	support@priderockholdings.com
Customer Support Telephone Number	877-323-8885

A COPY OF THIS RECEIPT WAS ALSO SENT TO YOUR EMAIL ADDRESS
Thank you for you for using PrideRock's SAFE System Outsourced Fingerprinting Network (SOFN). www.priderockholdings.com
[Click here](#) to return to instructions

YOU HAVE COMPLETED YOUR FINGERPRINT TRANSACTION PROCESS

The School District of Brevard County

PLEASE PRINT THIS RECEIPT AND BRING TO THE SOFN CENTER THAT WAS SELECTED.

IF YOU DON'T HAVE A PRINTER, WRITE DOWN THE FOLLOWING:

1. THIS BAR CODE NUMBER - XXXXXXXXXXXX
2. THE NAME, ADDRESS AND TELEPHONE NUMBER OF THE SERVICE CENTER

Please proceed to the SERVICE CENTER listed below to complete your transaction. You are **REQUIRED** to bring this receipt to the SERVICE CENTER ALONG WITH YOUR GOVERNMENT ISSUED PHOTO ID.

As a courtesy, please call the SERVICE CENTER to confirm the location and a time to be fingerprinted

You will be cleared (if everything goes well) in a few days and receive an e-mail as shown below . A Badge will be available to be picked up in Vierra in two to three weeks.

Re: Clearance to work on School District Grounds
Brevard County Public Schools

Dear XXXXX XXXXXXXX:

You were recently fingerprinted in compliance with the Jessica Lunsford Act (FS1012.465). Your fingerprints have been received and you have been cleared to work on District property.

Your photograph was taken at the time of your fingerprinting and a Brevard County Public Schools Contractor identification badge will be prepared and available for pick in the next 5-7 business days after the receipt date of this email notification.

Once the badge has been prepared you may pick it up at the Office of District and School Security, Brevard Public Schools, 2700 Judge Fran Jamieson Way, Viera, Florida 32940.

Prior to appearing here, you may confirm that the badge is available by visiting <http://support.sofn.net> or calling: (321) 633-1000, extension 233.

Please note: You may not work on District property without a District issued identification badge. Please keep the following in mind. First, the Contractor's ID badge is the property of the District School Board of Brevard County. When your work on District property is completed it must be returned to the District or your employer. Second, the Contractor's ID badge has an expiration date. Unless it is renewed, the badge will not get you on District property after the expiration date. After the expiration date, it must be returned to the District or your employer. Finally, the provisions of the Jessica Lunsford Act require that your fingerprints must be maintained on file with the Florida Department of Law Enforcement (FDLE). The FDLE is required to notify the District if you are arrested in the future. Depending upon the charges of a future arrest and/or whether there is a finding of guilt, the District will have an obligation to re-evaluate your status. If there is a change in your status to appear on District property, you and your employer will be notified in writing.

Thank you for your interest in working on District property and also for your compliance with the Jessica Lunsford Act.

Sincerely,

Andrea E. Alford, Director
Office of District and School Security
Brevard Public Schools

Go to <http://support.sofn.net> to check your Badge Status

Online Customer Service Center

PrideRock Holding Company, Inc. SAFE SYSTEM Live Support OFFLINE

Check Badge Status

Instructions
FAQ
Badge Status
Reprint Barcode
Refund Request
Update Email
Change Payment
Replacement Badge
District Contact
Contact Us

First Name: XXXXXX Last Name: XXXXX
Partial SSN (last four digits): XXXX ID Number Used During Registration (i.e. drivers license number): XXXXXXXXXXXXX

SUBMIT RESET

Online Customer Service Center

PrideRock Holding Company, Inc. SAFE SYSTEM Live Support OFFLINE

Badge Status Results

Your badge is being produced. The finished badge will be shipped to the Distribution Center within a week. Please check back October 14, 2008. You should have received an email notification from the School District with full details for badge pick-up. If you have not received this notification, please contact the School District.

Badge Pickup Information:
Office of District and School Security
Brevard Public Schools
2700 Judge Fran Jamieson Way
Viera, FL, 32940
(321) 633-1000 x233

When You See the Status Below – CALL 633-1000 x233 THEY DO NOT SEND AN E-MAIL

Badge Status Results

Your badge has been produced. The finished badge has been shipped to the Distribution Center. Please call the Distribution Center to confirm the center has received the shipment and that your Badge is available for pick up. You should have received an email notification from the School District with full details for badge pick-up.

Badge Pickup Information:

**Office of District and School Security
Brevard Public Schools
2700 Judge Fran Jamieson Way
Viera, FL, 32940
(321) 633-1000 x233**

For additional information concerning the Jessica Lunsford Act and why we have to comply:

Background screening requirements pursuant to Florida law for certain non-instructional school district employees and contractors states in part - *“Non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in s. 1012.32.”*

http://security.brevard.k12.fl.us/Contractors%20JLA_rev.htm

Who are contractors/vendors?

(some, but not all examples):

- *Vendors entertaining children, volunteer and/or paid vendors*
- *Construction & Maintenance / vending machines / food services*
- *Office equipment services*
- *Utilities, telecommunications, gas company, etc*
- ***Those under contract to officiate and/or participate in extracurricular events***
- *Service Vendors, i.e.*
 - *Disk jockey's*
 - *Story Tellers, musicians*
 - *Carnival/Festival Event*
 - *Boy/Girl Scout Leaders/Volunteers*
 - *Class ring Vendors & Photographers*
 - *Package delivery services (if a contract exists)*
 - *Contracted transportation (bus) services - field trips*

If I am a vendor for Brevard Public Schools do I have to be fingerprinted under the Jessica Lunsford Act?

<http://security.brevard.k12.fl.us/paperwork.htm>