

Instructions for Background Check and Fingerprinting

Please Read Thoroughly

There are two places to have your fingerprints taken:

- From a local law enforcement agency (LEA), Pinellas County Sheriff's office, or
- From Pinellas County Human Resources.

First, you must complete the **FDLE VECHS Waiver Agreement and Statement Form in BLUE ink** (which you downloaded after completing the online orientation). **That original form must be turned into your site coordinator or direct supervisor.**

In all cases, you must complete the **Volunteers in Pinellas (VIP) County Fingerprint Card Information** form and bring it with you to be fingerprinted. ***This assures there will be no charge to you.***

To have your fingerprints taken from a local law enforcement agency (LEA):

Pinellas County Sheriff's office:

- Located at 4645 145th Ave, Clearwater, phone number 464-6032, Mondays through Fridays from 8 a.m.-4:30 p.m. (closed for lunch 12:30-1:30).
- Bring the completed **VIP County Fingerprint Card Information** form along with a valid picture ID to the Sheriff's office.
- Your fingerprints will be taken **electronically** and you will be given a paper copy (Form 258). ***Bring the paper copy to your supervisor as soon you can.*** This is critical to expedite the process.

To be fingerprinted at Pinellas County Human Resources:

- Located at the Annex, 400 S. Fort Harrison Ave., Clearwater
- Appointments are available Monday through Friday, 9 a.m.-4 p.m. Please call 464-3068 in advance.
- Bring the completed VIP County Fingerprint Card Information form along with a valid picture ID.
- Your fingerprints will be taken electronically. In addition, you will have your picture taken.