

Criminal History Background Check and Fingerprinting Procedures and Forms



All volunteers and interns 18 and older must be fingerprinted for a mandatory criminal history background check investigation. Pinellas County covers the costs. A photo will be taken for the ID badge.

Criminal History Background Check

- Complete the Criminal History Record Check and VECHS Applicant Waiver Agreement (found on [pages 2-3](#)).
- For your convenience this is a fillable form. Complete the form, print, and sign in blue ink.
- This form authorizes Pinellas County to submit your fingerprints to the Florida Department of Law Enforcement for a review of Florida and national criminal history records.
- Bring the form with you for fingerprinting.

Fingerprinting

WHAT TO BRING

Bring these completed forms with you:

1. Criminal History Record Check and VECHS Applicant Waiver Agreement ([pages 2-3](#))
2. Volunteers in Pinellas Fingerprint Card Information ([page 4](#))

WHERE TO GO

You may go to the following location for electronic fingerprinting:

- **Omega Live Scan**
2725 Park Drive, Suite 3A
Clearwater, FL 33763
(727) 202-3404
 - No appointment needed.
 - Open Monday - Friday from 8:30 a.m. - 5:30 p.m.



Criminal History Record Check

(complete this form and the attached VECHS Waiver)

I understand Pinellas County Government will submit my fingerprints to the Florida Department of Law Enforcement for the purpose of accessing and reviewing Florida and national criminal history records that pertain to me, under:

- Pinellas Board of County Commissioners ORI # E52020009
- Pinellas County Volunteer Services ORI # V52020009
- Pinellas County Sheriff's Office ORI # FL0520000
- Pinellas County Regional 9-1-1 ORI # FL052013N
- State Attorney's Office 6th Judicial Circuit ORI # FL052015A

All employees must undergo state and national fingerprint-based records checks as a condition of employment and continued employment.

Results provided by state and national fingerprint-based records checks include, but are not limited to, records of felonies, misdemeanors, juvenile, and expunged records, and will be reviewed whether or not an individual had adjudication withheld.

I _____ have **OR** _____ have not been convicted of a crime(s), or had adjudication withheld in relation to a crime(s).

If convicted, or had adjudication withheld, describe the crime(s) and the particulars of the cases in the space below:

Name: _____ Date of Birth: _____

Alias (Maiden Name): _____

Address: _____

Phone: _____

Signature: _____

VECHS APPLICANT
WAIVER AGREEMENT
AND STATEMENT

For Criminal History Record Checks

This form shall be completed and signed by every current or prospective employee and/or volunteer.

I hereby authorize (*enter Name of Qualified Entity*) Pinellas County Board of County Commissioners to submit a set of my fingerprints and this form to the Florida Department of Law Enforcement (FDLE) for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to me. I understand that I would be able to receive any national criminal history record that may pertain to me directly from the Federal Bureau of Investigation (FBI). Pursuant to Title 28, Code of Federal Regulations (CFR), Sections 16.30-16.34 and that I could then freely disclose any such information to whomever I chose. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer.

I understand that, my fingerprints may be retained at FDLE and the FBI for the purpose of providing any subsequent arrest notifications and that upon request you may provide me a copy of the criminal history record report, and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I am aware that procedures for obtaining a change, correction, or updating of the FDLE or FBI criminal history are set forth in F.S. 943.056 and Title 28, CFR, Section 16.34. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee and/or volunteer.

A national criminal history record check has previously been requested by:

(Name and Address of Previous Qualified Entity)

(Year of Request)

I have OR have not been convicted of a crime.

If convicted, describe the crime(s) and the particulars of the conviction(s) in the space below:

I do OR do not authorize you to release my criminal history records, if any, to other qualified entities.

I am a current or prospective (check one): Employee Volunteer

Signature: _____ Date: _____

Printed Name: _____ Date of birth: _____

Address: _____

ORIGINAL- MUST BE RETAINED BY QUALIFIED ENTITY

Volunteers in Pinellas Fingerprint Card Information



Agency ORI#: FL922030Z

Agency OCA#: V52020009

**You must have this completed form and a
valid photo ID with you to get fingerprinted.**

Name: _____

Alias/Maiden Name: _____

Address: _____

Date of Birth: _____

Sex: _____

Race: _____

Height: _____

Weight: _____

Eye Color: _____

Hair Color: _____

Place of Birth (State): _____

Social Security #: _____

***This form is used to fill out the corresponding fields on the Fingerprint Card, FD-258,
and should be discarded after the fingerprints have been taken.***