



Early Learning Coalition of Flagler & Volusia

Level II Background Screening

1. Local Screening (County)
2. FDLE
3. FBI documented on DCF letterhead
4. Attestation of Good Moral Character

Live Scan Process for FBI Fingerprinting

The Requirements:

1. The Live Scan is Only for VPK Program providers.
2. The provider must have VPK teachers or directors in their VPK program who need to be Level II Background Screened.
3. The provider must have a facility e-mail address.

The Procedure:

The provider Director will call the Provider Services Department, Provider Contracts Coordinator, to express interest in the Live Scan process. The Provider Contracts Coordinator inputs information into the Civil Workflow Control System (CWCS) form, and submits this form to the DCF office in Jacksonville.

The provider Director will receive a confirmation e-mail within 48 business hours stating an account has been set-up for their facility.

Once the provider Director has received the confirmation email, the provider Director can send VPK staff to the DCF office at 210 North Palmetto Avenue in Daytona to complete the livescan. DCF Live Scan Department takes walk-ins during regular office hours, usually 8am-4pm, however, to confirm hours please call (386) 254-3958.

The ELCFV office needs to receive payment of \$27.25 per person to be Live Scanned before the process can continue. Provider Director should have the VPK staff stop by the ELCFV office, before proceeding to DCF, and submit payment to the Provider Contracts Coordinator. The individual will be given a receipt which must be given to the Live Scan technician along with the supervisor signed VPK Provider Request form before the screening can continue.

Once Live Scan is complete, the provider Director should receive an e-mail with the results of the FDLE screening and then a letter on DCF letterhead showing the FBI results within 2 to 3 weeks.

BE ADVISED: If results of the screen show a “Record” for the individual screened the process may take slightly longer.

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