

**Procedure for Obtaining Background Checks**

Thank you very much for your interest in being a monitor with the Toby Center’s supervised visitation program. Your position is a valued one, and necessarily one which the Court’s are concerned about. For this reason, as with other agencies working with children, you will need to obtain a criminal background check.

**The procedure for the background check is as follows:**

1. Take this form with you to any Livescan provider. (See list)

 Common providers are: your local police department and sheriff’s department. Your local UPS Store may also be a provider of Livescan services.

2. **Reference the Toby Center VECHS Livescan ID Number:**

 **For paid contract employees: E50040220**

 **For volunteers: V50040220**

3. The provider will expect you to pay for this service. They will have their fingerprint charge, then there will be the VECHS Criminal Background Check charge**. Pay both of these.**

4. Keep your receipt and email it to Meredith Schlegel at **mschlegel@thetobycenter.org**

The Toby Center will reimburse contract employees only upon a) the background information is received by the Toby Center; b) you are approved for working with Toby Center clients; and c) when you complete field training and begin work with clients.

 Welcome aboard! If you have questions any time, kindly call me!

 Best wishes,

 Meredith

**LIVESCAN FINGERPRINTING**

**POLK COUNTY**

**Polk - 3 G Fingerprinting LLC**
15310 Amberly Drive Suite 250-Office 29
Tampa, FL, 33647
Hours : M-F 9am-5pm
Tel : (813) 514-2930
Apt : Call for an appointment
Cost $: 47.25

**Polk - Accurate LiveScans, LLC**
202 Lake Miriam Drive, Suite W-1
Lakeland, FL, 33813
Hours : M-F 8:30am-6pm
Tel : (863) 224-0315
Apt : Appointment only
Cost $: 55

**Polk - Advanced Fingerprinting Services**
375 E Central Ave. Ste 326
Winter Haven, FL, 33880
Hours : Flexible hours
Tel : (863) 288-0144
Apt : Appointment Necessary
Cost $:

**Polk - Daon TIS at The UPS Store**
23781 US HWY 27
Lake Wales, FL, 33859
Hours : M-Sat 8am-6pm
Tel : (703) 797-2562
Apt :
Cost $: 44

**Polk - Electronic Fingerprinting Inc.**
621 Virginia Drive
Orlando, FL, 32803
Hours : M-Thur 9am-5pm
Tel : (407) 208-0944 or (407) 704-2293
Apt : Walk ins & appointments

**Polk - MorphoTrust**
601 South Florida Ave, Ste 1
Lakeland, FL, 33801
Hours : Tues & Thur 10am-3pm
Tel : (800) 528-1358
Apt : Appointment required

**Polk - MorphoTrust**
1430 State Rd. 60 East
Bartow, FL, 33830
Hours : M-F 7:30am-4pm
Tel : (800) 528-1358

**Polk - MorphoTrust**
436 N Highway 17
Palataka, FL, 32177
Hours : M-F 9am-4:30pm
Tel : (800) 528-1358
Apt : Appointment required

**LIVESCAN FINGERPRINTING LOCATIONS**

**HILLSBOROUGH COUNTY, FL**

**Hillsborough - Daon TIS at The UPS Store**
4846 Sun City Center Blvd
Sun City Center, FL, 33573
Hours : M-F 9:30am-3pm
Tel : (703) 797-2562
Apt :
Cost $: 44

**Hillsborough - Daon TIS at The UPS Store**
3225 S MacDill Ave #129
Tampa, FL, 33629
Hours : M-Sat 9am-5pm
Tel : (703) 797-2562
Apt :
Cost $: 44

**Hillsborough - Daon TIS at The UPS Store**
13014 N Dale Mabry Hwy
Tampa, FL, 33618
Hours : M-Sat 9:30am-6pm
Tel : (703) 797-2562
Apt :
Cost $: 44

**Hillsborough - Daon TIS at The UPS Store**
8710 W Hillsborough Ave
Tampa, FL, 33615
Hours : M-Sat 8am-6:30pm
Tel : (703) 797-2562
Apt :
Cost $: 44

**Hillsborough - Daon TIS at The UPS Store**
5470 E Busch Blvd
Temple Terrence, FL, 33617
Hours : M-Sat 8:30am-5pm
Tel : (703) 797-2562
Apt :
Cost $: 44

**Hillsborough - Bloomingdale Biometrics**
1094 Bloomingdale Ave
Valrico, FL, 33596
Hours : M-F 9am-4pm
Tel : (813) 400-6774
Apt : Appointment required
Cost $: 55

**Hillsborough - Approved Mobile Fingerprints**
14926 Casey Rd
Tampa, FL, 33624
Hours : M-Thur 9am-5pm, F 9am-4pm
Tel : (813) 221-3500
Apt : Appointment required
Cost $:

**Hillsborough - 3 G Fingerprinting LLC**
15310 Amberly Drive Suite 250-Office 29
Tampa, FL, 33647
Hours : M-F 9am-5pm
Tel : (813) 514-2930
Apt : Appointment required
Cost $: 47.25

**Hillsborough - Anytime Mobile Fingerprinting, LLC**
1219 Millinium Parkway, Suite 115
Brandon, FL, 33511
Hours : 24 hours 7 Days a Week
Tel : Primary (813) 956-6359 Secondary (813) 9566358
Apt : Appointment required
Cost $: 45

**Hillsborough - BioWhorl Mobile Fingerprinting**
2907 Bay to Bay Blvd. Bayshore Center, Suite 202
Tampa, FL, 33629
Hours : M-F 8:30am-5pm
Tel : (813) 244-4236
Apt : Appointment required
Cost $:

**Hillsborough - Electronic Fingerprinting Inc.**
621 Virginia Drive
Orlando, FL, 32803
Hours : M-Thur 9am-5pm
Tel : (407) 208-0944 or (407) 704-2293
Apt : Walk ins & appointments
Cost $:

**Hillsborough - Ideal Identifications, Inc.**
4511 North Himes Avenue, Suite 200
Tampa, FL, 33614
Hours : M-F 8:30am-5pm
Tel : (813) 405-3333 or (844) 405-5333
Apt : No appointment necessary
Cost $: 93.25

**Hillsborough - MorphoTrust**
1755 S Kings Ave
Brandon, FL, 33511
Hours : M-F 1pm-4pm
Tel : (800) 528-1358
Apt : Appointment required
Cost $: 38.2

**Hillsborough - MorphoTrust**
4846 Sun City Center Blvd
Sun City Center, FL, 33573
Hours : M-F 9:30am-2:30pm
Tel : (800) 528-1358
Apt : Appointment required
Cost $: 38.2

**Hillsborough - MorphoTrust**
503 E Jackson St
Tampa, FL, 33602
Hours : M-F 9am-4pm
Tel : (800) 528-1358
Apt : Appointment required
Cost $: 38.2

**Hillsborough - MorphoTrust**
2920 N 40th St
Tampa, FL, 33605
Hours : M-F 7:30am-4pm
Tel : (800) 528-1358
Apt : Appointment required
Cost $: 38.2

**Hillsborough - 1A Tampa Livescan Fingerprinting**
1311 N Westshore Blvd Suite 200
Tampa, FL, 33607
Hours : M-F 9:30am-5:00pm Weekends
Tel : (813) 347-4436
Apt : No appointment required
Cost $: 65