

**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