



The Toby Center
Preserving Family Ties When Parents Choose to Separate™



Procedure for Obtaining Background Checks

It is a State requirement that you pass a LEVEL 2 CRIMINAL BACKGROUND CHECK for working with children. Therefore, whether a therapist or family visitation monitor, you are required to obtain a **LEVEL 2 criminal background check** and be vetted to safely work with children. Your position is a valued one, and necessarily one which the Courts are concerned about. For this reason please review these helpful procedures so that you can expedite your opportunity to work in this field.

THE PROCEDURE FOR THE BACKGROUND CHECK IS AS FOLLOWS:

1. Take this form with you to any background check provider who will provide a **LEVEL 2 Criminal Background Check which uses fingerprints.**
2. There are two types of background check providers you may choose:
 - a) LIVESCAN is a preferred background check service. LIVESCAN services are available in the community; your local UPS Store may be a provider for LIVESCAN. The fee you pay the LIVESCAN provider includes both the finger print collection and the fee for submitting to the FDLE (Florida Department of Law Enforcement) which will provide the Level II background check necessary for working with children. To find a current LIVESCAN provider in your community, visit www.fdle.state.fl.us or LIVESCAN PROVIDERS on the Toby Center website.
 - b) You may find it easiest to visit your local police department and sheriff's department for background check requests. Either will charge you a small fee for taking your fingerprints. **However, there is also a separate fee for sending the finger prints to the FDLE for obtaining your background check which you must pay online.** You should be instructed to pay this separate background records fee at: <https://caps.fdle.state.fl.us/caps/homePage.jsf> .
3. Use this ORI NUMBER for the Toby Center VECHS Livescan ID

For paid contract employees: E50040220

For volunteers: V50040220

With much appreciation,
The Toby Center