



## **LIVE SCAN ELECTRONIC FINGERPRINTING offered at ELC Office**

The Early Learning Coalition is excited to announce that **we now have our own Livescan Electronic Fingerprinting machine**. This technology promises to speed up the background check turn around time, hopefully to 10 days or less. This process IS ONLY AVAILABLE TO YOUR **VPK** TEACHERS AND ASSISTANTS, not your general staff.

To participate, you must first register your center for the program via email. Only centers with email addresses are able to participate as that is how the results are communicated. Please follow steps below.

- Contact the Early Learning Coalition to receive the Livescan Information Packet via email.
- Complete the Livescan Registration form (Civil Workflow Control System-CUSTOMER REGISTRATION FORM) and email to Marcela Hansen at Dept. of Children & Families.
- Once Ms. Hansen has notified you that your center is registered for Livescan, contact ELC to set an appointment (You **cannot** have the fingerprinting done without an appointment).

Once registered, any VPK teacher/assistant needing an **FBI/FDLE** background check will **contact the Early Learning Coalition to set up an appointment** for the fingerprinting. This will now be done **at our ELC office at 6850 Belfort Oaks Place, Suite 102 (32216)**. The cost of fingerprinting is **\$30.00-cash only** (We will accept exact amount only).

Once the screening has taken place, the results come to your center (**not ELC**).

- FDLE clearance should be **emailed** to your center within 24-48 hours.
- FBI clearance letter should be **mailed** to your center in about 2 weeks.
- You must submit your FBI/FDLE clearances to the Early Learning Coalition.
- This screening does not provide Local Sheriff's check. You must have that done separately.

**To have the registration information sent to you in an email, please contact Jeanene Watters at 208-2040 ext. 228 or [jwatters@elcofduval.org](mailto:jwatters@elcofduval.org),**