



Florida Department of Law Enforcement
Criminal Justice Information Services Division/User Services Bureau

VECHS QUALIFIED ENTITY APPLICATION

Volunteer & Employee Criminal History System (VECHS)

for Criminal History Record Checks

under the National Child Protection Act of 1993, as amended,
and Section 943.0542, Florida Statutes

ENTITY NAME: _____

MAILING ADDRESS IN FLORIDA: _____

PHYSICAL OPERATING ADDRESS IN FLORIDA: _____

COUNTY: _____ ENTITY PHONE: () _____ EXT. _____ FAX: () _____

NAME OF ENTITY HEAD: _____ E-MAIL ADDRESS: _____

NAME OF CONTACT PERSON: _____ E-MAIL ADDRESS: _____

LEGAL TYPE OF ENTITY (Select one): Governmental (Public) ☐ Private - Non-Profit ☐ Private - Profit ☐

Please check all appropriate areas below that apply to the service(s) provided by your entity to children, the elderly, and/or the disabled.

NOTE: A "child" includes any unmarried person under 18 years of age that has not been emancipated by order of a court. An "elderly person" means any person 60 years of age or older. A "disabled person" includes any person with a mental or physical impairment who requires assistance to perform one or more daily tasks.

Type of Person(s)	Care or Treatment	Education, Training, or Instruction	Supervision	Recreation	Care Placement
Child					
Elderly					
Disabled					

SUMMARY OF TYPE OF SERVICES YOUR ENTITY PROVIDES - Please describe in detail the services your entity provides that would qualify your entity to receive state and national criminal history record checks under this program and the applicable laws: (continue on separate page, if necessary):

Do you plan to request state & national criminal history checks through the VECHS Program on YOUR current or prospective FLORIDA employees, volunteers, contractors/vendors? YES NO If no, please explain (continue on separate page, if necessary):

(Contractors or vendors may be checked through the VECHS Program, if they have or may have unsupervised access to the children, elderly, or disabled persons for whom a qualified entity provides care.)

Are you currently required by law to obtain state and national (LEVEL 2) criminal history record checks on any of your current/prospective employees, volunteers? YES NO If yes, what state agency monitors your entity and these required record checks?

PLEASE NOTE: Entities that are required to obtain state and national (LEVEL 2) criminal history checks under other statutory provisions, on all or specific employees/volunteers, must continue to comply with those statutes and the procedures that specifically apply to them. Requests for these required criminal history record checks may not be processed through the VECHS Program, pursuant to federal and Florida law.

Livescan devices allow for the electronic submission of fingerprints and descriptive data to FDLE for processing. Qualified entities must first complete and submit a Civil Workflow Control System (CWCS) Registration form to FDLE for processing. Once your CWCS Registration form has been received and approved by FDLE, you will receive an e-mail confirmation stating your entity is authorized to submit fingerprints electronically.

A list of approved service providers and livescan vendors can be found at www.fdle.state.fl.us/backgroundchecks

SIGNATURE OF ENTITY HEAD: _____ DATE: _____

Please mail your completed application, user agreement, and cwcs registration form to FDLE at the address below. Please contact us at the number below for further information.

FLORIDA DEPARTMENT OF LAW ENFORCEMENT
USER SERVICES BUREAU - ATTN: VECHS UNIT - P.O. BOX 1489
TALLAHASSEE, FL. 32302-1489
(850) 410-8324