

VOLUNTEER FINGERPRINTING PROCEDURES

(Allow at least two weeks prior to overnight field trip for processing)

An appropriate chaperone to accompany students on a field trip should be a responsible adult, **21 years of age or older** (exception: a parent or legal guardian under 21 years of age may also chaperone) and be known to the teacher and/or other school personnel.

The cost of fingerprinting is solely the responsibility of the volunteer and/or a sponsoring organization (school PTA/PTSA, booster club, etc.). Neither the School District nor the Fingerprinting Office will pay for fingerprinting.

Printer required: Please assure that you have a printer available prior to completing the application process for **Level 2-Fingerprinting**. Once the online application is complete, you will be prompted to print.
It is important to submit the application after printing.

1. Volunteer completes the online Hillsborough County Public Schools Volunteer Application, **prints** application when prompted and brings it, along with the *Volunteer Information Form and VECHS Waiver Agreement and Statement*, to the **Fingerprinting Office, Instructional Services Center (ISC), 2920 North 40th Street, Tampa, Florida 33605, 1st Floor**.
2. Prior to visiting the Fingerprinting Office, the volunteer should call to confirm hours of operation and availability (813-840-7151 or 813-840-7155). Normal hours are M-F from 8:00 a.m. – 3:30 p.m. Volunteers should identify themselves as volunteers, not vendors.
3. Volunteers should take the following items when going for fingerprinting:
 - a. Printed Hillsborough County Public Schools Volunteer Application, Volunteer Information Form and VECHS Waiver Agreement and Statement.
 - b. Original Social Security Card
 - c. Valid state or government issued photo ID
 - d. Payment: Money order or Credit Card. **Money Order** for current amount of fingerprinting fee (**\$48.00**) made payable to **Hillsborough County Public Schools (HCPS)**. Each individual should have their own money order. **Credit card** payment in the amount of **\$52.95**. At this time, money orders and credit cards are the only form of payment accepted.
4. Fingerprint technicians will obtain a legible set of the volunteer's fingerprints and submit them for local, statewide, and national checks.
5. After completing the fingerprinting process, the application will be date-stamped and returned to the volunteer as receipt of completion of fingerprinting only, not eligibility status. This is for the volunteer's records; the school will **not** need a copy.

Important: The date-stamped application provides proof of volunteer's fingerprinting and **does not** indicate that the volunteer has been determined eligible to volunteer. Schools will need to check the School Volunteer Portal for Level 2 eligibility status.

6. The Fingerprinting Office will notify Volunteer Services of the outcome of the background check.
7. Schools are contacted **only** if a volunteer is found **Not Eligible** as a Level 2 volunteer.
8. Fingerprinting is good for 3 years. Schools can verify Level 2 status and expiration date through the School Volunteer Portal. Level 2 volunteers must complete the online HCPS Volunteer Application **each** school year.