

## MOVE – Florida Adult Screening Process

The State of Florida has very specific background screening requirements for adult leaders (18 and older) who work with minors – both volunteers and employees. These requirements apply to events like MOVE (as well as churches). The requirements are that anyone 18 or older with more than 10 hours/month of access to a minor pass a Level 2 background screening. The Level 2 screening consists of a background check and fingerprints run through one of three Florida agencies (for MOVE the agency is the Department of Children and Families).

In order to streamline the process, MOVE has established the needed agency numbers for screenings to be filed under as well as connecting to a national electronic fingerprinting company that will allow adult leaders to be screened locally with results being routed directly to Florida DCF and the clearance provided to CIY.

The cost of the screening – including fingerprinting – is \$65.75 and must be paid at the time the appointment is setup. Clearance takes a few days, everyone should be screened a minimum of 2 weeks prior to the event to ensure time for all checks to clear.

### **Screening Process Steps for each Adult Leader:**

#### **Step 1:** Schedule the fingerprinting appointment

- Go to: [www.fieldprintflorida.com](http://www.fieldprintflorida.com)
- Click on “Schedule an Appointment”
- Enter an email address under “New Users/Sign Up” and click “Sign Up” – follow password creation instructions and click “Sign Up and Continue”.
- Select “I know my Fieldprint Code” (in small red print)
- Enter “**FPCYSummer275**” and click Continue.
- Fill in demographic and personal information.
- Search for a location near you and schedule an available appointment time.
  - o PLEASE NOTE: Locations that have this logo  next to them will process the prints electronically. Locations that do not have this logo will require you to wait for Fieldprint to send you fingerprint cards to take with you to be printed. The fingerprint card option will work but takes longer.
- Pay for the screening.
- Print the confirmation page and take it to the appointment along with 2 forms of identification – at least 1 form of ID must be a government issued photo ID (driver’s license).

#### **Step 2:** Go to the scheduled appointment

- The information collected scheduling the appointment plus what is collected at the appointment is all that is required. Once both of these are complete it takes a few days for the check to be run and the clearance or denial to post.

**Step 3:** Provide Ashley Bozarth ([ashley.bozarth@ciy.com](mailto:ashley.bozarth@ciy.com)) with a list of everyone being checked, including their date of birth and social security number, so that their clearance can be verified. CIY must receive a list of adult leaders (18 or older) from each church at least 14 days prior to the event in order to verify clearance of the adults from the group. Any leader who has not received clearance CANNOT attend the event.

- This information can be provided in the way you and your adults feel the most comfortable. Unfortunately, this is the only way for us to verify that each adult has been cleared to meet our requirements from the state.
- For security reasons, if sending the information electronically, we suggest using a protected document. - You may also call Ashley Bozarth (417-781-2273 x131) with the information or have each adult call on their behalf to be verified.

The State of Florida has outlined certain violations that would disqualify an adult from participating in a MOVE event. Further, MOVE reserves the right to review the results of the screening and make a determination of whether an adult with a criminal history can participate even if the specific violations listed are not on Florida’s automatic disqualification list.

Questions regarding these requirements should be directed to Ashley Bozarth ([Ashley.Bozarth@ciy.com](mailto:Ashley.Bozarth@ciy.com)) or call 417-781-2273.