



## Background Check Instructions

In accordance with the College policy, all employees, interns, and volunteers must complete a Level II background screening once they have been selected or scheduled for an assignment.

- Payment for the fingerprinting to acquire a criminal background check is paid by the employee via payroll deduction. An authorization for deduction form will be provided, and Human Resources will process the set up for such deduction.
- Volunteers and interns in non-paid assignments will be responsible to make a direct payment to the College's Cashier office and produce a receipt before the fingerprinting appointment is arranged.
- The College's live scan equipment to acquire fingerprints is located at the Pensacola campus, Public Safety/College Police department entrance area, building 5. The department may be reached at 850.484.2500, or x-2500 on campus to set up an appointment for fingerprinting.
- All parties who are printed by the College's live scan are required to complete a VECHS Waiver Form which will be provided by Human Resources, or available at the Public Safety/College Police. Completed VECHS Waivers forms will be maintained by the Human Resources department for each individual.

Please reference the Board of Trustees' Policy, 6Hx20.1.036 for further information.

Questions may be directed to:

Tammy R. Henderson  
Director, Human Resources  
1000 College Blvd.  
Pensacola FL 32504-8998  
Office Phone: 850.484.1766  
[thenderson@pensacolastate.edu](mailto:thenderson@pensacolastate.edu)



**Employee Payroll Deduction Authorization Form**  
**For Criminal Background Checks**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

I understand that pursuant to College policy, it is an employment eligibility requirement for an applicant to meet the requirements of § 435.04(2), Florida Statutes, related to background investigations. Any person failing to meet the requirements of the statute will be deemed not qualified to hold employment. A Florida Department of Law Enforcement (FDLE) approved background check will be conducted on every successful candidate as a condition of employment, and any person who fails to disclose any adverse information contained in the background investigation at the time of submitting an employment application will be disqualified from employment. Please reference the Board of Trustees' Policy, 6Hx20.1.036 for further information.

**I authorize a one-time deduction of \$37.25 from my paycheck.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR HUMAN RESOURCES: Code #**

Record Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

Form A

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



**VECHS WAIVER AGREEMENT AND STATEMENT**

**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

Pursuant to the National Child Protection Act of 1993, as amended, and section 943.0542, Florida Statutes, this form must be completed and signed by every current or prospective employee, volunteer, and contractor/vendor, for whom criminal history records are requested by a qualified entity under these laws.

I hereby authorize (*enter Name of Qualified Entity*) District Board of Trustees of Pensacola State College to submit a set of my fingerprints and this form to the Florida Department of Law Enforcement for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to me. I understand that I would be able to receive any national criminal history record that may pertain to me directly from the FBI, pursuant to 28 CFR Sections 16.30-16.34, and that I could then freely disclose any such information to whomever I chose. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, pursuant to the National Child Protection Act of 1993, as amended, and Section 943.0542, Florida Statutes.

I understand that, until the criminal history background check is completed, you may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, you will provide me a copy of the criminal history background report, if any, you receive on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee, volunteer, contractor, or subcontractor.

A national criminal history background check on me has previously been requested by:

\_\_\_\_\_  
(Name and Address of Previous Qualified Entity) (Year of Request)

I    have *OR*    have not been convicted of a crime.

If convicted, describe the crime(s) and the particulars of the conviction(s) in the space below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I    do *OR*    do not authorize you to release my criminal history records, if any, to other qualified entities.

I am a current or prospective (check one): Employee  Volunteer  Contractor/Vendor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**TO BE COMPLETED BY QUALIFIED ENTITY:**

Entity Name: District Board of Trustees of Pensacola State College

Address: 1000 College Blvd. Pensacola FL, 32504

Telephone: 850-484-1766 Fax: 850-484-1711

FDLE Assigned Qualified Entity Number: E 17020007

**ORIGINAL - MUST BE RETAINED BY QUALIFIED ENTITY**