



Background Screening Appointment Form for DOEA Employees and Volunteers



Applicant: Please bring this form with you to your background screening appointment and give it to the person who conducts the screening and ask the person to complete the first section of the form and give it back to you. For HQ employees and volunteers located in Tallahassee, please contact FDLE at (850) 410-7978 to schedule your live-scan appointment. **There is no cost to the volunteer to process the background screening.**

Ask the Screener for their fee when making the appointment (please note that **FDLE does not charge a processing fee** for live-scan submissions).

Screener: The DOEA Originating Number (ORI) number is **FL924320Z** and is specific to DOEA volunteer Screenings. Please invoice the agency for the **\$24.00 FDLE State fee** and the **\$19.25 Federal Electronic fee for a total of \$43.25, in addition to your processing fee.** There are additional ORI numbers issued for other agency programs. If you have any doubt this person has the correct ORI to submit electronic fingerprints, please call (850) 414-2158. Please write the Transaction Control Number (TCN) and answer the following:

Date of screening: _____ TCN#: _____ Screener's name: _____
Background Screening Service Provider: _____ Phone number: () _____

Screener: Give this form back to the person you screened, along with any printed evidence of the screening.

VOLUNTEER	(Please Print) Last Name: _____ First Name: _____
	Middle (or Maiden) Name: _____ Date of Birth: _____
	Address: _____ Phone: (____) _____
	_____ E-mail Address: _____
	Please provide the last four digits of your Social Security number and your initials. This will become your unique screening ID #: XXX-XX-_____(initials)

Volunteer: Please scan and e-mail this form to DOEA at doeashine@elderaffairs.org or fax to 850-414-2150 as soon as possible after screening is complete!

If you do not have access to a scanner or fax, please mail this completed form to:

Sarah Davis, Florida Department of Elder Affairs
4040 Esplanade Way, Suite 270.03
Tallahassee, Florida 32399-7000