



FINGERPRINTING PROCEDURES

All Direct Service Workers (DSW) and representatives are required by Florida law to pass a Level 2 background screening prior to employment and every 5 years following the clearance date (Florida Statutes 435.04, 408.809). This Level 2 background screening includes a fingerprint criminal history records check.

Fingerprinting Process Overview

Prior to getting fingerprinted, Consumer Direct will register applicants online. The following information is needed from the prospective representative or worker:

Last name, first name, middle name	Hair color
Date of birth	Height
State or Country and city of birth	Weight
Social security number	Country of citizenship
Sex	Address: street, city, state zip
Race	Phone number
Eye color	Email address
Are you the Representative or Direct Service Worker?	
What is the name of the person you are working for?	

Please fill out the Information Needed for Fingerprinting form included in the packet and return it to Consumer Direct so that Consumer Direct can register the applicant online. Once registered, Consumer Direct will get the registration receipt and information to the applicant by mail or email.

- The cost of fingerprinting is either \$74.50 or \$54.25 depending on the Live Scan vendor used. The Health Care Plan may pay for the registration if certain PDO requirements are met, however, it is possible that the applicant may have to register and pay. Consumer Direct will let the participant and applicant know if they are responsible for payment.
- If the applicant receives a Gemalto registration receipt, he or she must go to the nearest Gemalto fingerprinting location. Applicants **must** bring their Registration ID and a state- or federal-issued photo ID to the Gemalto fingerprinting site. A current driver's license will meet this requirement. Fingerprinting is **WALK IN**. Applicants are not required to make an appointment. Check for hours of operation before going to a site. Print locations and hours

can be found at this link: https://www.aps.gemalto.com/fl/index_ahca.htm

- If the applicant is registered with Fieldprint, an appointment has been made for the applicant at a specified Fieldprint location. Please bring the registration receipt and two forms of identification. Acceptable identification is listed on the receipt. A \$15 fee will be charged to an applicant if the appointment is cancelled or changed less than 24 hours prior to the appointment.

Results

Background check results will be sent to Consumer Direct. We will notify the participant when the results have been received. If the applicant is cleared to work, the participant will receive an *Okay to Work* form with the date the worker can begin entering time for pay.

If the background check results say the applicant is ineligible, there is an exemption process the applicant can follow. Either Consumer Direct or the Health Care Plan will provide the exemption application and instructions to the participant. The application must be sent to AHCA, not Consumer Direct.

****A worker *cannot* be paid for work until the results of the Level 2 Background screening are received and the employee is notified.****