

VECHS

Volunteer & Employee Criminal History System Application for Qualified Entities

Florida Department of Law Enforcement
Applicant Services Unit

Phone: (850) 410-8161
FDLEVECHS@fdle.state.fl.us



Thank you for your interest in the Florida Department of Law Enforcement's Volunteer and Employee Criminal History System (VECHS) program!

The Florida Department of Law Enforcement's (FDLE) Volunteer and Employee Criminal History System (VECHS) program is authorized under the National Child Protection Act (NCPA) (1993), as amended, and Florida Statute 943.0542.

FDLE's VECHS program is intended for entities providing services specifically focused on one or more of the vulnerable populations. Qualified entities meeting the criteria set forth by the NCPA and the Federal Bureau of Investigation (FBI) are able to screen approved employees and/or volunteers providing services as described in the application's summary of services. If you are unsure as to whether your entity qualifies for the VECHS program, or if you would like assistance while completing your application, please refer to the FDLE's [VECHS Eligibility Guide](#).

Please use the VECHS Application for Qualified Entities to provide the FDLE with the necessary information to determine whether your entity falls within the guidelines and parameters set forth by the NCPA, as amended, the FBI, and Florida Statute 943.0542. Once the FDLE VECHS Team has made a determination on your eligibility, you will be contacted with further instruction on how the entity's user agreement between the FDLE and the qualified entity will be executed.

Qualified entities have the option to participate in FDLE's Applicant Fingerprint Retention and Notification Program (AFRNP). Retaining fingerprints in the AFRNP allows your entity the ability to receive state and national arrest hit notifications for employees and volunteers. Please indicate on the application if you would like to participate in the AFRNP.

The cost for the first year of fingerprint retention is included in the initial criminal history record check fee. After the first year of retention, your entity will be invoiced an annual \$6.00 retention fee for each set of employee and/or volunteer fingerprints you choose to continue retaining.

Note: Public school districts, charter schools, specialty schools, and private schools accepting School Choice scholarship funding regulated by Department of Education (DOE) according to F.S. 435.12; and Veteran Benefits Administration (VBA) providers according to F.S. 501.9741; are required to participate and retain applicant fingerprints in the Agency for Health Care Administration's (AHCA) Care Provider Background Screening Clearinghouse. Any private schools accepting state scholarship funding, ISAs, and VBAs must submit a VECHS Qualified Entity Application to the FDLE as authorized under NCPA. All entities noted above will need to remain in contact with VECHS and maintain an updated Agency Contact Form for as long as your organization is in operation.

Please submit as a typed form.

VECHS

Volunteer & Employee Criminal History System

Application for Qualified Entities

Florida Department of Law Enforcement
Applicant Services Unit

Phone: (850) 410-8161
FDLEVECHS@fdle.state.fl.us

Entity Information

Entity Name:					
Entity Head Person: (First and Last Name)			E-mail Address:		
Physical Operating Address:					
	Street Address				Unit#
				Alachua	
	City	State	Zip	Florida County	
Mailing Address: ☐ Check here if Mailing Address is same as Physical Address					
	Street Address				Unit#
	City	State	Zip	County	

Contact Information

Contact Person:			
Telephone:		Ext:	
E-mail Address:		Direct Telephone:	

Summary of Services

Legal Type of Entity: ☐ Governmental (Public) ☐ Private, Non-Profit ☐ Private, For-Profit
Are you a private school? ☐ Yes ☐ No
Are you currently receiving or applying to receive scholarship funds from the Department of Education?
☐ Currently Receiving? ☐ Applying? ☐ Neither of these
Type of Staff being Screened: ☐ Employees ☐ Volunteers ☐ Both
Once approved, please indicate your participation in the Applicant Fingerprint Retention and Notification Program (AFRNP):
☐ No Participation ☐ Employee & Volunteer Retention
☐ Employee Retention Only ☐ Volunteer Retention Only

VECHS

Volunteer & Employee Criminal History System

Application for Qualified Entities

Florida Department of Law Enforcement
Applicant Services Unit

Phone: (850) 410-8161
FDLEVECHS@fdle.state.fl.us

Summary of Services (continued)

Please check all that apply to the service(s) that your entity provides to children, the elderly, or the disabled:

Vulnerable Population Served	Care or Treatment	Education, Training, or Instruction	Supervision	Care Placement	Recreation
Children	☐	☐	☐	☐	☐
Elderly	☐	☐	☐	☐	☐
Disabled	☐	☐	☐	☐	☐

Please describe in detail the services your entity will provide and how those services will impact children, the elderly, or the disabled (continue on a separate page, if necessary):

VECHS

Volunteer & Employee Criminal History System

Application for Qualified Entities

Florida Department of Law Enforcement
Applicant Services Unit

Phone: (850) 410-8161
FDLEVECHS@fdle.state.fl.us

All entities have the **option** to conduct their background screenings with VECHS or through the Agency for Healthcare Administration's (AHCA) Care Provider Background Screening Clearinghouse. Would you like to screen through the Clearinghouse?

For more information on the differences between screening with VECHS and the Clearinghouse, view page 3 of FDLE's VECHS Eligibility Guide [here](#).

☐ Yes ☐ No

Do you provide services outside of Florida to members of the vulnerable population?

☐ Yes ☐ No

Are you currently screening employees and/or volunteers for another reason?

☐ Yes ☐ No

If YES, what is the state statute and/or state agency requiring you to screen current employees and/or volunteers? Briefly explain.

It is your responsibility to determine if your entity is statutorily required to complete criminal history record checks on current or prospective employees and volunteers. Please verify your statutory requirements for record checks with the appropriate Florida Statutes or state agencies for your entity before submitting your application. If your entity has been denied for background screening by a state agency, please include the determination letter from that agency with your application. If you have contacted these agencies and still have questions regarding eligibility, please contact the FDLE VECHS Program at (850) 410-8161 or at FDLEVECHS@fdle.state.fl.us.

Please submit your completed application to FDLE using the information below. Applications may be submitted by regular mail, e-mail, or fax, but **must be typed**.

Florida Department of Law Enforcement
Applicant Services Unit
ATTN: VECHS
P.O. Box 1489
Tallahassee, FL 32302-1489
FDLEVECHS@fdle.state.fl.us
Fax: 850-488-4424

Signature of Entity Head: _____

Date: _____