

**QUICK REFERENCE FINGERPRINTING PROCEDURES
FOR CONTRACTORS/VENDORS
May 2023**

COMPANY MUST BE REGISTERED WITH www.myvendorlink.com

Registration Help Desk: 407-222-1885 Support email: support@evendorlink.com

OBTAINING FORMS FOR NEW EMPLOYEES FINGERPRINTING

- Go to website www.hillsboroughschools.org
- Type in JLA documents in the search bar.
- Click on Personnel Services/Fingerprinting scroll to the bottom for all the JLA Letter and Documents
- All documents should appear

PLEASE NOTE:

- Service providers that are requesting JLA badges to drive, must submit a valid driver's license picture, 20 years of driving history from the Florida Department of Motor Vehicles or the Clerk of the Court along with the JLA documents for clearance and approval.
- The JLA Contractor/Vendor Site Request Confirmation form must be completed by School/District site and returned to the Fingerprinting Department by Email: fingerprinting@hcps.net or Fax: 813-840-7191. Please be advised that the School/District site must verify that services are requested by the Contractor/Vendor before the Contractor/Vendor can receive an approved HCPS District Badge. HCPS District Badge will not be issued to the Contractor/Vendor without the completion of the JLA Contractor/Vendor Site Request Confirmation form from the requesting School/District site.
- For information and guidance on AHCA Approved Contractor/Vendor Badges for HCPS, please contact the Fingerprinting Department at 813-840-7178.

FAX or EMAIL FINGERPRINTING DEPARTMENT THE FOLLOWING FORMS:

1. Vendor/Contractor – Employee Information form.
 2. There is no need for your agency to send an I-9 for each employee. We will accept a letter on your company's letterhead stating that you follow the guidelines outlined in Florida Statute 448.095, signed and dated, along with your company's E-Verify ID number. If the company's status with E-Verify changes, you will be responsible for notifying HCPS immediately. The letter will remain on file and there is no need to send each time you have a request.
 3. A valid driver's license, and twenty-year driving history from Florida Department of Motor Vehicles or the Clerk of the Court (if Applicable).
- Do not send any other documents.**

WAIT FOR THE APPROVAL EMAIL which provides the unique vendor code and Fieldprint's fingerprinting instructions. You will receive an email from: fingerprinting@hcps.net.

ON THE DAY OF FINGERPRINTING ALL COMPANY EMPLOYEES WILL NEED TO BRING THE FOLLOWING:

1. Copy of e-mail from Fingerprinting
2. Valid Photo ID
3. Original social security card or U.S. passport (Please Note: If original social security card is not available, Employee can provide the following documents to validate social security number: W-2, Paycheck Stub, SSA-1099 or any 1099)

REPLACEMENT BADGE

- Complete the Request for Replacement Badge form and indicate if the badge is to be mailed or picked up.
- Indicate either state badge, district badge or both (State replacement badge \$10.00, HCPS District badge \$8.00).
- You will receive an email with instructions to make a payment for your request using mypaymentsplus.com.
- Fax the form to 813-840-7191 or email to fingerprinting@hcps.net.
- The badge will be ready 7-10 business days after the online payment has been made. The Fingerprinting Department will notify you when your badge is ready for mail or pick up as indicated on the request.

EMPLOYEES LEAVING YOUR COMPANY

Retrieve HCPS District Badge and return to:
HCPS Fingerprinting Department, Room 141
2920 North 40th Street, Tampa, FL 33602
Phone: 813-840-7178 Fax: 813-840-7191