

# ***VECHS***

Volunteer Employee  
Criminal History System

## **PROTECTING** Florida's Children, **ELDERLY** & Disabled



# VECHS Program Providers

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***FDLE***

*Florida Department of Law Enforcement*



***FBI***

*Federal Bureau of Investigation*

# VECHS Program Laws



## Federal:

### National Child Protection Act (1993)

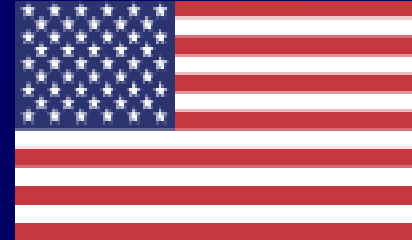
- Amended By Volunteers For Children Act
- Protection For Children, The Elderly, And The Disabled

## Florida:

- Section 943.0542, Florida Statutes, implements the federal law in Florida.



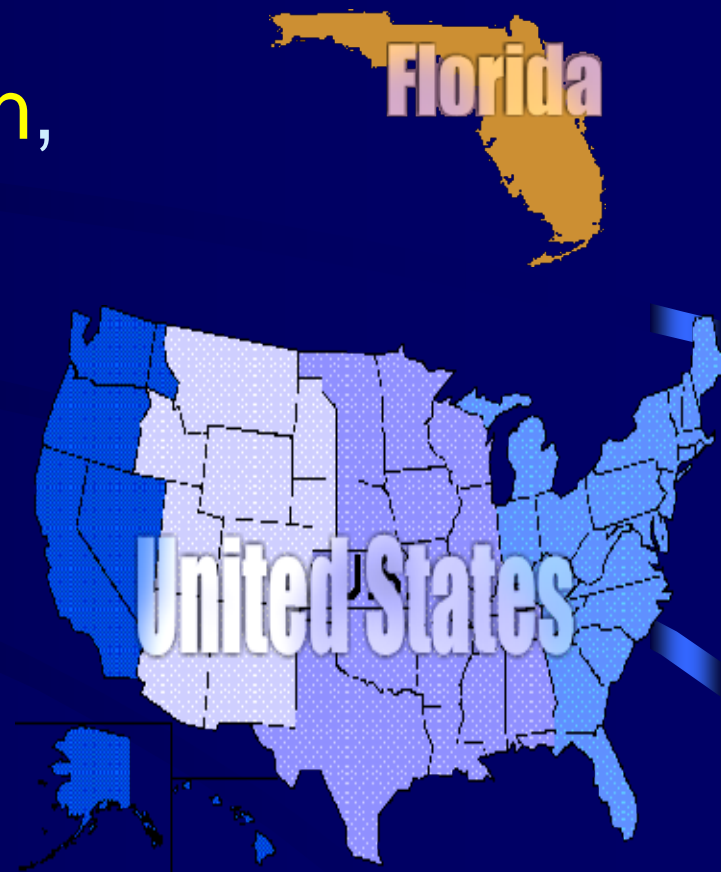
# What VECHS Provides



Florida & National  
Criminal History Information,  
From FDLE & The FBI

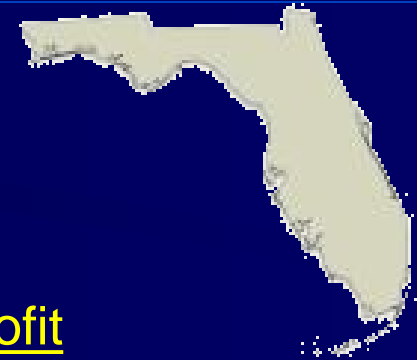
## This Includes

- All States and U.S. Territories
- Arrests, wanted information
- Federal offences, dispositions, etc.



# VECHS “Qualified Entity”

## Organizations



- Public, Private; Profit, Non-Profit
- Legally Operating in the State of Florida
- Must have a Florida business address



# VECHS “Qualified” Entities - Examples

- Boy Scouts / Girl Scouts
- City / County Governments
- Churches
- Private Schools
- Colleges & Universities
- School Districts
- Youth Sports Organizations
- Fitness Centers
- Transportation Services
- Placement Services
- Amusement Parks
- Libraries
- Charities
- Hospitals
- Vocational / Technical Schools
- Cultural Centers
- Athletic Organizations
- Private Tutor Companies

# Persons Screened By VECCHS

## Qualified & Registered Entities



*Current* ~ Florida Employee(s) & Volunteer(s)

*Prospective* ~ Florida Employee(s) & Volunteer(s)



**\* Except If The Entity Is Mandated To Perform  
Background Checks Under Other Florida Statute(s)**



# VECHS Qualifying/Registration Process

## ENTITY

Submits application and user agreement.

## FDLE

- Reviews documents for approval
- registers entity in computer systems
- activates unique VECHS Entity # and provides instruction packet





# What To Submit For VECBS Checks

## PER PERSON

- A Complete Set of Fingerprints
- Demographic Information  
(name, race, sex, and date of birth , social security number is optional)





# Civil Workflow Control System (CWCS)



The Civil Workflow Control System is an automated system used to receive, process, and respond to electronic applicant submissions.

- Entities must complete a CWCS registration form prior to submitting fingerprints electronically.
- Electronic submissions are processed within 24-72 hours.
- CWCS results are posted to FDLE's secure mail application called "Certified Mail". Entities will receive an e-mail notification once the results are ready for review.

# Costs For VECHS



- No Application Fee
- \$33.00 Per Volunteer  
(Florida And FBI Record Check)
- \$40.50 Per Employee  
(Florida And FBI Record Check)

# Applicant Fingerprint Retention and Notification (AFRNP)

- Since 2004, the Florida Legislature has mandated the Florida Department of Law Enforcement (FDLE) to retain certain electronically submitted applicant fingerprints.
- The FDLE developed the Applicant Fingerprint Retention and Notification Program for the purpose of retaining fingerprints and providing Florida arrest hit notifications.
- Pursuant to Rule 11C-6.010 (5) Florida Administrative Code, there is a \$6.00 annual retention fee for each retained fingerprint maintained in the AFRNP.
- FDLE began billing customers in May 2010.
- Entities have the opportunity to delete fingerprints for applicants who are no longer affiliated with their entity.





# Private School 5-Year Rescreen



Florida Statute section 1002.421(3)(d) requires all employees or contracted personnel participating in state scholarship programs to undergo a state and national background screening every 5 years.

- The private school will request FDLE to forward fingerprints to the FBI
- A payment of \$16.50 is required for each submission
- Credit card payments are required through CAPS.
- Payments not made within 30 days will not be processed and will require another request.
- You will receive a confirmation email once the resubmission is initiated





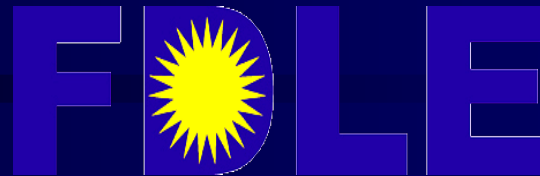
# Monthly Invoices

FDLE is not authorized to extend credit to non-governmental agencies.

- Monthly invoices will be mailed two months prior to the anniversary date for each retained fingerprint.
- Entities will need to ensure payments for invoices received are submitted to FDLE prior to the anniversary date of the retained fingerprint (s).
- If payment is not received prior to the anniversary date, FDLE will delete the retained fingerprint (s).
- FDLE cannot retrieve fingerprints once they are deleted.
- Entities would have to resubmit the fingerprints paying the original criminal history record check fees.



# VECHS Program - Summary



- State & Federal Laws Apply
- Qualified And Registered Organizations Participate
- Protection For Children, Elderly and the Disabled
- Criminal History Records From 50 States (FDLE/FBI)
- For All Current / Prospective Florida Volunteers / Employees Except Those Statutorily Required To Be Checked By Entity



# VECHS CONTACT INFORMATION

## Mailing Address:

Florida Department of Law  
Enforcement  
User Services Bureau - VECHS  
Post Office Box 1489  
Tallahassee, FL 32302-1489

## FDLE VECHS Website:

[www.fdle.state.fl.us/backgroundchecks](http://www.fdle.state.fl.us/backgroundchecks)

## Email ADDRESS:

**PublicRecords\_VECHS@fdle.state.fl.us**

## Phone Numbers:

VECHS: (850) 410-VECHS (410-8324)