



Purchasing Department  
506 SE Third Avenue • Ocala FL 34471  
(352) 671-7501 • Fax (352) 671-7504

## **MCPS JLA VENDOR/CONTRACTOR EMPLOYEE FINGERPRINTING PROCESS**

**The Marion County School District is now in compliance with Florida State Statute 1012.467 and now issuing the required State Badge.**

**Below are instructions on how to obtain a State Badge from the Marion County School District.**

Please note the new JLA fingerprinting process begins with a letter sent by email to:  
[Jacqueline.Leveritt@marion.k12.fl.us](mailto:Jacqueline.Leveritt@marion.k12.fl.us) and [Awilda.Baier@marion.k12.fl.us](mailto:Awilda.Baier@marion.k12.fl.us)

**All letters must be on company Letterhead (complete with physical address & phone number), also the letter must be signed/with title, and dated. Letters are required to be sent prior to the time of Employee(s) appointment.**

The company letter must include the Employee(s) full name (multiple people may be listed), last four of their Social Security Number, the name of the school the vendor Employee(s) will be working in, include the type of work to be performed at the school, and finally include the MCPS contact name and phone # or a Bid/RFP number or contract information to expedite the process.

After checking the State Wide Shared Database Jacqueline Leveritt will inform the Employer and Awilda Baier of the Employee(s) requiring to be fingerprinted and those needed to be badged only.

### **Employee(s) Requiring Badging will be sent to:**

MCPS Employment Services Department  
420 SE Alvarez Avenue, Ocala, FL 34471  
Phone # (352) 671-7791  
Open 8:00am to 4:45 pm

**Please ensure Employee(s) bring their I-9 Forms when receiving their State Badge or they will not obtain the badge. Cost of the badge is \$10.00 exact cash or check. Credit cards are not accepted.**

**Step 1:** Employee(s) requiring fingerprinting must call the MCPS Purchasing Department at (352) 671-7500 to schedule an appointment.

### **Please Note:**

All Vendor/Contractors including their Employee(s) are required to have an appointment prior to sending Employee(s) to the Purchasing Department.

Employee(s) will be sent to:

Central Warehouse/Purchasing Department  
506 SE 3<sup>rd</sup> Avenue, Ocala, FL 34471  
Open 8:00am to 4:30pm

**The Vendor/Contractor Employee(s) Fingerprinting Information Form is required to be completed in person.**

**Step 2:** Once the form is completed and approved by the Purchasing Department the Employee(s) will be sent to: (For a level 2 Background Screening)

Accurate Background Check  
Phone # (352) 291-1155  
Open 8:00am to 5:00pm

Address and directions will be provided with instructions at the time Employee(s) comes in for scheduled appointment.

Please be sure each Employee(s) has the proper ID with them. (Driver License or State Issued ID)

The cost for fingerprinting and background check is \$83.85 per person payable to Accurate Background Check.

Accurate Background Check does accept Checks, Money Orders, Credit Cards (MasterCard, Visa), or Cash.

**Step 3:** Approximately 24 to 48 Hours pending on the results of the Employee(s) JLA Background Screening, the Employer will receive a phone call stating whether Employee(s) is cleared or not, if cleared Employee will be sent to:

MCPS Employment Services Department  
420 SE Alvarez Avenue, Ocala, FL 34471  
Phone # (352) 671-7791  
Open: 8:00am to 4:45pm

Employee(s) will then receive their State Badge. Cost of the badge is \$10.00 per person exact cash or check. Credit Cards are not accepted.

**As a reminder their I-9 Form will be required at the time Employee(s) obtain their State Badge or they will not receive the badge.**