

# VECHS

## Volunteer & Employee Criminal History System Application for Qualified Entities

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

VECHS (pronounced "vecks") is an acronym for the Volunteer & Employee Criminal History System at the Florida Department of Law Enforcement (FDLE). The VECHS program was implemented in 1999 and 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, the FDLE's VECHS Eligibility Guide, made available on our website, may provide guidance and further insight.

Please use the attached 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 in-state arrest hit notifications for employees and volunteers. Additionally, a full re-screening would be unnecessary as the entity would have the ability to submit a FBI resubmission to receive updated national criminal history results. The national fee for resubmission is:

- a. \$12.00 for each employee, invoiced to your billing address
- b. \$10.00 for each volunteer, invoiced to your billing address

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: Private schools receiving scholarship funding are required by the Florida Department of Education (DOE) to retain employee fingerprints. If you are a private school and are unsure of the specific requirements for your entity, please contact the DOE for further guidance.

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Volunteer & Employee Criminal History System

## Application for Qualified Entities

Florida Department of Law Enforcement

Criminal History Services

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



The National Child Protection Act of 1993, as amended, and Section 943.0542, Florida Statutes allows for the creation of the VECHS program. Through this program, FDLE and the Federal Bureau of Investigation (FBI) provide state and national criminal history record information on applicants, employees, and volunteers to qualified organizations in Florida. With this criminal history information, the organizations can more effectively screen out current and prospective volunteers and employees who are not suitable for contact with children, the elderly, or the disabled.

To be qualified to participate in the VECHS program, an organization (public, private, profit, or non-profit) must provide "care" or "care placement services" to children, the elderly, or the disabled.

### Entity Information

Entity Name:				
Mailing Address:				
	Street Address			Unit#
	City	State	Zip	County
Physical Operating Address:  Check here if Physical Address is same as Mailing Address				
	Street Address			Unit#
	City	State	Zip	County

### Contact Information

Contact Person:			
Phone:		Ext:	
E-mail Address:		Fax:	
Entity Head: (Please Print)		E-mail Address:	

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### Summary of Services

<b>Legal Type of Entity:</b> <input type="checkbox"/> Governmental (Public) <input type="checkbox"/> Private, Non-Profit <input type="checkbox"/> Private, For-Profit					
<b>Are you designated as 501(c)(3) with the United States Internal Revenue Service?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide verifying documentation, such as IRS determination letters.					
<b>Please check all that apply to the service(s) that your entity provides to children, the elderly, or the disabled:</b>					
Vulnerable Population Served	Care or Treatment	Education, Training, or Instruction	Supervision	Recreation	Care Placement
Children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elderly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>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):</b>					
<b>Are you a K-12 private school?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>If yes, are you receiving or applying to receive scholarship funds?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>Once approved, please indicate your participation in the Applicant Fingerprint Retention and Notification Program (AFRNP):</b>					
No Participation		Employee & Volunteer Retention			
Employee Retention Only		Volunteer Retention Only			

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<b>Do you understand that current or prospective employees and volunteers that are otherwise statutorily required to receive a state and national criminal history record check are not eligible for the VECHS Program?</b>	
<b>Yes</b>	<b>No</b>
<b>Do you plan to request state and national criminal history record checks on employees and volunteers currently residing outside the state of Florida? If yes, please explain:</b>	
<b>Yes</b>	<b>No</b>
<b>Are you currently required by state statute to obtain state and national criminal history record checks on any of your current or prospective employees and volunteers?</b>	
<b>Yes</b>	<b>No</b>
<b>If yes, what state agency monitors your entity and requires these criminal history record checks? Please check all that apply:</b>	
<input type="checkbox"/>	Florida Department of Children and Families (DCF)
<input type="checkbox"/>	Florida Department of Education (DOE)
<input type="checkbox"/>	Florida Agency for Healthcare Administration (AHCA)
<input type="checkbox"/>	Florida Department of Elder Affairs (DOEA)
<input type="checkbox"/>	If Other(s), please explain below:

It is your responsibility to determine if your entity is otherwise statutorily required to complete criminal history record checks on current or prospective employees and volunteers. Please verify your statutory requirements for record checks with one of the above agencies or Florida Statutes before submitting 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](mailto: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  
Criminal History Services  
ATTN: VECHS  
P.O. Box 1489  
Tallahassee, FL 32302-1489  
[FDLEVECHS@fdle.state.fl.us](mailto:FDLEVECHS@fdle.state.fl.us)  
Fax: 850-488-4424

Signature of Entity Head: \_\_\_\_\_

Date: \_\_\_\_\_