



VECHS Account Update Form

Florida Department of Law Enforcement
Volunteer and Employee Criminal History System

Phone: (850) 410-8161

Fax: (850) 488-4424

FDLEVECHS@fdle.state.fl.us

Please submit as a typed form

Qualified Entity Information

Employees ORI	E		Volunteers ORI	V	
Entity Name					
Entity Head (First and Last Name)			Entity Head Email		
Physical Operating Address	Street Address				Unit#
	City	State	Zip	Florida County	
Mailing Address ☐ Check here if Mailing Address is the same as Operating Address	Street Address				Unit#
	City	State	Zip	County	

Contact Information

Contact Person					
Phone		Ext		*Direct Number	
Email for General Correspondence					
Email for Result Notification					

*The contact person's direct telephone number is mandatory for receipt of the One Time Password (OTP) required for the multi-factor authentication when accessing FDLE's Information Notification System (FINS). The OTP can be received via text or voice message and will be associated with your FINS user profile. If using a landline and you have a direct extension number to your specific desk, please provide your ten digit telephone number with your extension. If your organization's telephone system prompts callers to press a specific number to hear a directory of extensions to choose from the OTP will not work.