



Florida Department of Law Enforcement  
Volunteer and Employee Criminal History System  
**VECHS Private School 5-Year Rescreen Form**

Section 1002.421(3)(d), Florida Statutes, requires every 5 years following employment or engagement to provide services with a private school, employees or contracted personnel required to be screened under this section must meet screening standards under s. 435.04, at which time the private school shall request the Department of Law Enforcement to forward the fingerprints to the Federal Bureau of Investigation (FBI) for national processing.

A payment of \$12.00 is required by the FBI for each resubmission. Credit card payments are required for this service and will be accepted through FDLE's Civil Applicant Payment System (CAPS). Payments not made through CAPS within 30 days of the resubmission will not be processed and will require another request for resubmission from you. CAPS can be accessed here: <https://caps.fdle.state.fl.us>. You will receive a confirmation e-mail from FDLE once the resubmissions have been completed and payment is ready to be made through CAPS.

Please provide your entity number E/V and complete all of the required information listed below. You may fax or e-mail this form to FDLE upon completion.

Last Name, First Name, Middle Name	Date of Birth	Social Security Number	TCN Number

Florida Department of Law Enforcement  
VECHS Program  
Post Office Box 1489  
Tallahassee, Florida 32302

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