

# VECHS

## Volunteer & Employee Criminal History System

### Application for Qualified Entities

Florida Department of Law Enforcement  
Applicant Services Unit  
Phone: (850) 410-8161 [FDLEVECHS@fdle.state.fl.us](mailto:FDLEVECHS@fdle.state.fl.us)



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

The Florida Department of Law Enforcement's (FDLE) Volunteer and Employee Criminal History System (VECHS) program 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, please refer to the FDLE's [VECHS Eligibility Guide](#).

Please use the 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 state and national arrest hit notifications for employees and volunteers. Please indicate on the application if you would like to participate in the AFRNP.

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: Public school districts, charter schools, specialty schools, and private schools accepting School Choice scholarship funding regulated by Department of Education (DOE) are required by Florida Statute 435.12 to participate and retain applicant fingerprints in the Agency for Health Care Administration's (AHCA) Care Provider Background Screening Clearinghouse. Any private schools accepting state scholarship funding must submit a VECHS Qualified Entity Application to the FDLE as authorized under NCPA and 435.12, F.S.

**Please submit as a typed form.**

# VECHS

## Volunteer & Employee Criminal History System

### Application for Qualified Entities

Florida Department of Law Enforcement  
Applicant Services Unit  
Phone: (850) 410-8161 [FDLEVECHS@fdle.state.fl.us](mailto:FDLEVECHS@fdle.state.fl.us)



### Entity Information

Entity Name:					
Mailing Address:					
	Street Address				Unit#
	City	State	Zip	County	
Physical Operating Address:					
	Street Address				Unit#
	City	State	Zip	Florida County	

☐ Check here if Physical Address is same as Mailing Address

### Contact Information

Contact Person:			
Telephone:		Ext:	
E-mail Address:		Direct Telephone:	
Entity Head: (Please Print)		E-mail Address:	

### Summary of Services

Legal Type of Entity:	Governmental (Public)	Private, Non-Profit	Private, For-Profit
Type of Staff being Screened:	Employees	Volunteers	Both

Please check all that apply to the service(s) that your entity provides to children, the elderly, or the disabled:					
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"/>



# VECHS

## Volunteer & Employee Criminal History System

### Application for Qualified Entities

Florida Department of Law Enforcement  
Applicant Services Unit  
Phone: (850) 410-8161 [FDLEVECHS@fdle.state.fl.us](mailto:FDLEVECHS@fdle.state.fl.us)

### Summary of Services (continued)

**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):**

**Are you a K-12 private school?**

**Yes**

**No**

**Are you currently receiving or applying to receive scholarship funds from the Department of Education?**

**Currently Receiving?**

**Applying?**

**Neither of these**

**Once approved, please indicate your participation in the Applicant Fingerprint Retention and Notification Program (AFRNP):**

**No Participation**

**Employee & Volunteer Retention**

**Employee Retention Only**

**Volunteer Retention Only**



# VECHS

## Volunteer & Employee Criminal History System

### Application for Qualified Entities

Florida Department of Law Enforcement  
Applicant Services Unit  
Phone: (850) 410-8161 [FDLEVECHS@fdle.state.fl.us](mailto:FDLEVECHS@fdle.state.fl.us)

<b>Do you wish to screen through the Care Provider Background Screening Clearinghouse?</b>	
<b>Yes</b>	<b>No</b>
<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 <u>outside</u> the state of Florida? If yes, please explain:</b>	
<b>Yes</b>	<b>No</b>
<b>Are you currently screening employees and/or volunteers for another reason?</b>	
<b>Yes</b>	<b>No</b>
<b>If YES, what is the state statute and/or state agency requiring you to screen current employees and/or volunteers? Briefly Explain.</b>	

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  
Applicant Services Unit  
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: \_\_\_\_\_