

VOLUNTEER FINGERPRINTING PROCEDURES

As a reminder, only Level 3 volunteers (overnight chaperones, and those having unsupervised one on one contact with students) need to be fingerprinted.

The following are the steps for completing the fingerprinting

1. The volunteer has to take the original SERVE Volunteer application with them to Professional Standards.
2. We strongly suggest that the volunteer check with the Office of Professional Standards to confirm hours of operation and availability (813-840-7200). Usually hours are M -F from 8 a.m. – 4:30 pm. Volunteers need to identify themselves as volunteers, not vendors. The location for fingerprinting is the Instructional Services Center (ISC), 2920 North 40th Street, Tampa, Florida 33605, 1st Floor.
3. Volunteers need to take the following items when going for fingerprinting:
 - a. Original SERVE application
 - b. Social Security Card
 - c. Photo ID
 - d. Money order for \$47.25 for fingerprinting - Money order must be made out to **Fingerprinting Services LLC**. Each individual will need to have a money order for \$47.25. Money orders are the only form of payment accepted.
4. After completing the fingerprinting process, the Office of Professional Standards will stamp the SERVE application and return it to the volunteer. They will notify SERVE if the application has passed screening or if there are problems. The volunteer should take the app to the school (the SERVE Coordinator) that will forward a copy to SERVE.
5. The screening is good for 3 years. SERVE keeps the fingerprinted applications separate from the other applications.

If you have any questions please contact SERVE at 813-872-5254.

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