



Background Screening Request Form

You have applied to be a Lvl II Volunteer with Nassau County School Board which is regulated by a specified agency in the Care Provider Background Screening Clearinghouse (Clearinghouse) that requires a fingerprint-based background check. As a health care and/or service provider regulated by a specified agency in the Clearinghouse we may conduct a search for an existing background screening result or submit a new background screening request through the Clearinghouse results website on your behalf.

In order to complete the search and/or background screening request we must collect the following information. This information is required by the Clearinghouse, the Florida Department of Law Enforcement, and the Federal Bureau of Investigation.

Please complete this form with the following information and email to williamscy@nassau.k12.fl.us.

Required Applicant Information

First Name	Middle Name (optional)	Last Name	Aliases (optional)		
Social Security Number	Date of Birth	Place of Birth			
Address	City	State	Zip Code		
Email	Phone				
Sex	Race	Hair Color	Eye Color	Height	Weight

From the date of fingerprinting, please allow approximately 14 days to complete the badging process.

Once the Nassau County School District submits your information to the Clearinghouse, you will receive the Livescan Request Form (via email), along with instructions for fingerprinting. The cost of fingerprinting is \$82.00.

Please email Cindy Williams at williamscy@nassau.k12.fl.us or call 904-491-9871 with any questions you may have.