



District School Board of Pasco County

Charter School Referral for Fingerprinting and Background Screening

This section to be completed by School/Site

School: _____ Cost Center #: _____

_____ has been offered the position _____.

Last Name, First Name

Position Title

The anticipated start date will be _____.

mm/dd/yy

Administrator/Designee Signature

Administrator/Designee Phone

Note to Applicant:

This referral does not guarantee employment.

Use this space to write your appointment day and time

Please call the Fingerprinting Office at (813) 794-2501, (352) 567-2501 or (727) 774-2501 to schedule an appointment. To be fingerprinted for a **Level II background** screening you must have an appointment. Please note that it may take between 24-72 hours, sometimes longer, for the screening to be completed and, **by Section 1012.465, Florida Statutes**, you may not start working until all reports are received and cleared. Please call to schedule your appointment the same day you receive this referral.

On the day of your scheduled appointment, you will need to bring these items:

1. This completed and signed form,
2. Your Driver's License or other government issued photo ID,
3. Original Social Security Card (name must match ID), and
4. A money order/cashier's check in the amount of \$62.75 paid to the District School Board of Pasco County.

Failure to have these documents at the time of your appointment may require you to be rescheduled.