

VOLUNTEER FINGERPRINTING PROCEDURES

(Allow at least two weeks prior to overnight field trip for processing)

An appropriate chaperone to accompany students on a field trip should be a responsible adult, **21 years of age or older** (exception: a parent or legal guardian under 21 years of age may also chaperone) and be known to the teacher and/or other school personnel.

The cost of fingerprinting is solely the responsibility of the volunteer and/or a sponsoring organization (school PTA/PTSA, booster club, etc.). Neither the School District nor the Fingerprinting Office will pay for fingerprinting.

Printer required: Please assure that you have a printer available prior to completing the application process for **Level 2-Fingerprinting**. Once the online application is complete, you will be prompted to print the application at the time you submit.

1. Volunteer completes Hillsborough County Public Schools online Volunteer Application, **prints** application when prompted and brings it with them to the **Fingerprinting Office, Instructional Services Center (ISC), 2920 North 40th Street, Tampa, Florida 33605, 1st Floor**.
2. Prior to visiting the Fingerprinting Office, the volunteer should call to confirm hours of operation and availability (813-840-7151 or 813-840-7155). Normal hours are M-F from 8:00 a.m. – 3:30 p.m. Volunteers should identify themselves as volunteers, not vendors.
3. Volunteers should take the following items when going for fingerprinting:
 - a. Printed Hillsborough County Public Schools Online Volunteer Application
 - b. Social Security Card
 - c. State or government issued photo ID
 - d. Money order for current amount of fingerprinting fee (**\$45.50**) made payable to **Hillsborough County Public Schools (HCPS)**. Each individual should have their own money order. At this time, money orders are the only form of payment accepted
4. Fingerprint technicians will obtain a legible set of the volunteer's fingerprints and submit them for local, statewide, and national checks.
5. After completing the fingerprinting process, the application will be date-stamped and returned to the volunteer. The school will not need a copy.

Important: The date-stamped application provides proof of volunteer's fingerprinting and **does not** indicate that the volunteer has been determined eligible to volunteer.

6. The Fingerprinting Office will notify Volunteer Services of the outcome of the background check.
7. Schools are contacted **only** if a volunteer is found **Not Eligible** as a Level 2 volunteer.
8. Fingerprinting is good for 3 years. Schools can verify L2 status and expiration date through the school volunteer portal.