

Florida Department of Education
Bureau of Educator Certification
Fingerprint Processing Steps for Eligible Applicants

Review “[Submitting Fingerprints for Certification](#)” instructions on the Florida Department of Education (FLDOE) Educator Certification Website at <http://www.fldoe.org/edcert/step4.asp>. Determine the category under which you should proceed with fingerprint processing.

1. Employees of Public Schools – processed directly by school district employer
2. Employees of Nonpublic Schools
3. Individuals Not Seeking Florida Employment

For categories 2 and 3 above, Request a BEC fingerprint packet only if you satisfy one of the following eligibility scenarios:

1. You Are Eligible for issuance of Florida Professional Educator’s Certificate as evidenced by your valid Statement of Status of Eligibility (SOE) from the BEC.
2. You Are Eligible for issuance of a Florida Athletic Coaching Certificate as evidenced by your valid SOE from the BEC.
3. You Are Eligible for issuance of a Florida Educator’s Certificate as evidenced by your valid SOE and are employed by a private school with a Florida state-approved Professional Education Competence (PEC) program. Consult with your employer to determine approval status for the PEC program.

A BEC fingerprint packet includes an appropriate fingerprint card with instructions that outline the requirements for proper completion. You may also choose to pursue one of the below *Options for Live Capture Fingerprint Processing*.

Please note: If an individual chooses to have his/her fingerprints processed prior to Florida employment for issuance of the Professional Certificate, it may be necessary to have the fingerprints re-processed, and the individual may have to pay a second processing fee as a condition of employment in a Florida public school.

Options for Live Capture (Livescan) Fingerprint Processing:

1. Register via a qualified [Livescan Service Provider](#) approved by the Florida Department of Law Enforcement. Review the FDLE listing to locate possible options available in your area. There are numerous service providers within the state of Florida. Each of these service providers is required to register and certify their devices with FDLE before submitting electronic criminal history record check requests on behalf of an agency. *Note: Non-public school employees should consult their employers for their recommended livescan service providers and/or locations.*
 - a. <http://www.fdle.state.fl.us> Select “Criminal History Records” under **Search Our Systems**
 - b. Click on the “[Livescan Service Providers](#)” link at top of page.
 - c. Register for Fingerprint Processing with results provided directly to BEC. (See *Specific BEC Requirements*)
 - d. Pay nonrefundable fee for processing your fingerprint-based criminal history background check.
 - Payment must be made directly to the selected Livescan service provider.
 - Do **NOT** submit payment for fingerprint processing to FLDOE Educator Certification.
2. Review Print Site Locations and Register for submission via the Florida Applicant Services for Background Checks (FAS✓) system supported by Cogent Systems Inc., the sole service provider under direct contract with FLDOE Educator Certification.
 - a. Visit Cogent FAS✓ site at www.cogentid.com/fl/index_fl.htm
 - b. Click “Print Location & Hours” link under **Print Site Locations** section for fingerprint site information
 - c. To register for livescan fingerprinting, Select “Register Online” under **Registration** section
 - d. Enter **FL921620Z** as CRI option to send results to FLDOE Educator Certification
 - e. Select payment type – Credit Card or Money Order ONLY – to pay nonrefundable processing fee directly to Cogent
 - Do **NOT** submit payment for fingerprint processing to FLDOE Educator Certification.
 - f. Input all necessary Personal Information (Refer to *Specific BEC Requirements*)
 - g. Retain a copy of *Transaction Receipt* to bring to selected Print Site Location

Specific BEC Requirements:

- BEC authorized under [§1012.56, Florida Statutes](#)
- ORI = FL921620Z DOE/TEACHER/CERTIFICATION
- Originating Agency Case # (OCA) = Florida DOE #
- Social Security Number (SOC) Mandatory for BEC
- Date of Birth (DOB) must match BEC records
- Poor quality may be rejected and delay processing

Request a BEC fingerprint packet by contacting the BEC via:

Online: http://www.fldoe.org/edcert/mat_req.asp

E-mail: edcert@fldoe.org

Phone: (800) 445-6739, or
from outside U.S. (850) 245-5049

