



State of Florida
Department of Children and Families

Rick Scott
Governor

David E. Wilkins
Secretary

Live Scan Background Screening Submission Form

Employers/Providers:

Contact your local DCF Background Screening Office for ORI and Live Scan OCA numbers.

The following information **must** be presented prior to or at the time of screening:

1. A valid picture ID
2. DCF Agency Identifier (ORI)# _____
This is a nine digit number beginning with FL92 and ending with the letter "Z".
3. DCF Live Scan OCA # _____
This is a nine digit number beginning with your 2 digit Circuit Number, your OCA, and ending with the letter "Z".

Live Scan Vendors:

Background Screening for the Department of Children and Families **must** include the following:

- A valid ORI entered into the Controlling Agency Identifier field (this may also be the Requesting Agency field) on the Transaction Screen, and
- The Provider Live Scan OCA number entered into the Originating Case Agency Field on the Miscellaneous Screen.

Applicants

Present this form to any Live Scan Vendor approved to submit Level 2 Background Screenings through the Florida Department of Law Enforcement.

Live Scan vendors may be found on the Department of Children and Families website, at <http://www.dcfbackgroundscreening.com/>, or the Florida Department of Law Enforcement website, at www.fdle.state.fl.us.

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Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency