

FINGERPRINTING INSTRUCTIONS

ALL EMPLOYEES, SUBSTITUTES, SERVICE PROVIDERS AND COACHES ARE REQUIRED TO GET THE VECHS AND DCF BACKGROUND SCREENINGS. PLEASE GIVE THEM THE GMHA VECHS AND DCF ID NUMBERS BELOW.

1. Please call 800-528-1358 or visit fl.ibtfingerprint.com to schedule a fingerprinting appointment.
2. The customer service agent will ask you the reason for the fingerprinting. The reason is VECHS - Volunteers and Employee Criminal History System and DCF - Department of Children and Family Livescan Fingerprinting.
3. The Hebrew Academy's Entity Numbers are as follows:

VECHS Number:	E13040206
OCA Number:	11134268Z
ORI Number:	EDCFGN10Z
DCF LICENSE AND FACILITY ID#:	C11MD0866

4. The company will then select the nearest fingerprinting location to your home.
5. **PLEASE CONFIRM WITH THE COMPANY PERFORMING YOUR BACKGROUND SCREENING THAT YOU ARE PAYING FOR THE VECHS AND DCF BACKGROUND SCREENING. PLEASE GIVE THE VECHS NUMBER: E13040206 AND THE DCF LICENSE AND FACILITY ID#: C11MD0866. THE TOTAL COST IS APPROXIMATELY \$130.00.**
6. Please have the results emailed to: rweinberger@rasg.org.