



Procedure for LEVEL II CLEARANCE-Charlotte County

After the Contractor's bid has been accepted and rewarded the job – the company is required to submit on their letterhead the legal names and social security number of the employee(s) that will be working on the site. The list will be verified by Human Resources in the states data base for School Vendors.

- *If the contractor needs fingerprints appointments are to made. Fingerprints with the name of the Contractor Company and the name of the employees and verification completed prior to appointment.*
- *Money order or Cashiers check for **\$83.85** per person-made out to Charlotte County Public Schools. (The money orders do not have to be individual if it is a company group.) The badge cost is **\$10.***
- *Clearance II worksheet to be completed and correct social security only. NO social security numbers start with a 9. Attach the verification of employment to the worksheet.*
- *Copy the driver's license and attach with the above.*
- *Picture for ID Badge taken, but not given.*
- *Fingerprinted.*
- *After the results are back and signed off by Dave, Steve, Barbara, or Chuck -Martha informs the company that the badge can be picked up.*
- *Badges are given for a period of 5 years and expires on the date the fingerprints were initially scanned.*

RECEIPTS: *The company and the name of individual unless it is a large group. Level II clearance fingerprints and badge(s) on the second line. Indicate the number of fingerprints and badges if possible. The third line should be used if a credit remains for the company. Only with the receipt will the company be able to use the remainder of the money. Check if it is cash, check, or money order and sign.*

**** For the 2013-14 school year our county badge will continue to be accepted if it has already been issued.**