

Jessica Lunsford Act (JLA) Contractor Badge Registration and Renewal Instructions (Revised Jan 2023)

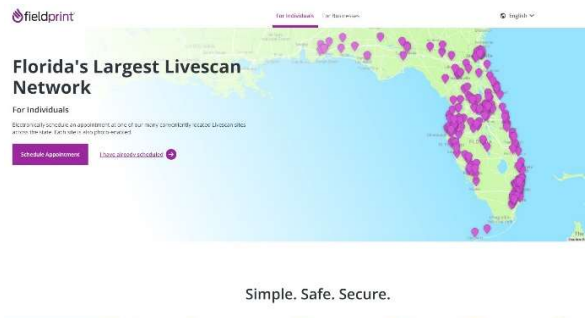
Every official working Broward County School District games is required to have a current JLA Contractor Badge. The Contractor Badge is good for 5 years then must be renewed. The expiration date is on the front of the badge. The badge must be good for an entire sports season.

In Broward County, badges are obtained from FieldPrint, a third-party vendor contracted with the Broward School District. Below are instructions on how to register or renew at JLA Contractor Badge.

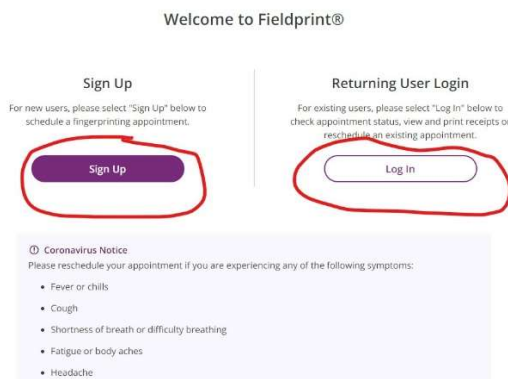
Cost for a new or renewed badge is \$86. It takes approximately 4-6 weeks to process badges. Please plan accordingly. Cost is approximately \$90 (2023). (Note: Palm Beach County formerly offered badge clearances in-house for a lower cost. However as of Aug 2022 PB no longer offers in-house badges and is using FieldPrint.)

Instructions

1. Go to the FieldPrint Florida website, www.fieldprintflorida.com



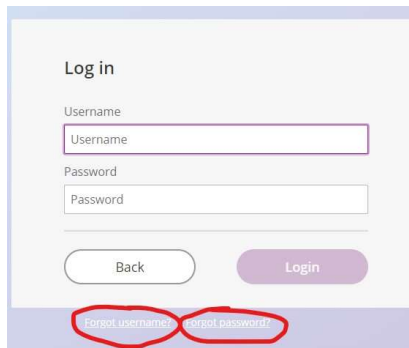
2. Click Schedule Appointment



For existing FieldPrint account, use the RETURNING USER LOGIN on the right. If not, use the SIGN UP button on the left.

JLA Contractor Badge Instructions

3. Follow either SIGN UP or LOG IN steps



To recover a username or password, click on the links below. The FieldPrint registration is separate from the FHSAA registration.

4. Reason

Reason

Continue with Fieldprint Code

A Fieldprint Code is required to continue. If you do not have a Fieldprint Code, please contact the employer or organization that directed you to this website.

If you do not have a Fieldprint Code, leave this cell blank, scroll down to "Don't have a Fieldprint Code?" and enter the reason your fingerprinting appointment is required. You may also scroll further and select a reason from a pre-populated list by clicking "Continue with this Reason."

Fieldprint Code

FPBCPSContOffNet

Continue with Fieldprint Code

The first page after login is the REASON page, asking the reason to make an appointment. For Broward Officials new or renewing use the following code:

FPBCPSContOffNet

There are a few exceptions. Officials who work in Law Enforcement and Broward School employees (teachers, staff, admin) use a different code. There's also a different code to replace a lost badge.

- Law Enforcement-Exempt Officer: **FPBCPSEmpVBDCNet**
- Lost Badge Replacement (ONLY): **FPBCPSFSSRContOffNet**
- Current Broward School Employees: **FPBCPSEmpVBDCNet**

Once the correct code is entered, click CONTINUE WITH FIELDPRINT CODE. Note: The correct code must be used. Using another code than one of those listed above will result in the wrong registration and is not a refundable charge.

JLA Contractor Badge Instructions

5. Personal Information

The screenshot shows the 'Personal Information' section of the application. On the left is a sidebar with navigation links: Data Collection, Personal Information (selected), Demographics, Additional Information, Photo Tips, Authentication, Schedule Appointment, Payment, and Confirmation. The main content area is titled 'Personal Information' and includes a notice about the importance of providing accurate information. Below the notice is a section for 'Acceptable Forms of ID' with a red star indicating a required field. The form fields include: First Name*, Middle Name, Last Name*, Suffix (dropdown), Other Names (checkbox), Social Security Number*, Address Line 1*, Address Line 2 (Suite/Apt/etc.), City*, State* (dropdown), Zip Code*, Date of Birth* (month, day, year dropdowns), Phone*, Alternate Phone, Email*, Preferred Contact Method* (Email/Phone), and Appointment Reminder* (Email/No).

Data Collection

- Personal Information
- Demographics
- Additional Information
- Photo Tips

Authentication

- Biometric Disclosure
- Background Screening Release
- FBI Noncriminal Justice Applicant's Privacy Rights
- FBI Privacy Statement and Privacy Notice

Schedule Appointment

Payment

Confirmation

Personal Information

Please enter your personal information below.

Notice

The information entered on this screen must belong to the person being fingerprinted. The name provided for the appointment **must be your full, legal name and must match both forms of identification exactly**. The Date of Birth provided must also be on the primary form of ID, and must match exactly. Your appointment will not be completed if you cannot provide two forms of matching identification.

Acceptable Forms of ID

* -- Required Fields

First Name*

Middle Name

Last Name*

Suffix

Other Names

Are there any other names you are known by or have used (including maiden name, if applicable)? *

☐ Yes ☒ No

Social Security Number*

☒ Please check this box to acknowledge your SSN is correctly entered. If entered incorrectly, it may delay processing and/or result in additional charges.*

Address Line 1*

Address Line 2 (Suite/Apt/etc.)

City*

State*

Zip Code*

Date of Birth*

Phone*

Alternate Phone

Email*

Preferred Contact Method* ☒ Email ☐ Phone

Appointment Reminder* ☒ Email ☐ No

Enter all personal information. Be sure to use the full legal name as found on a driver's license or passport. All information with a Red Star * is a Required Field to be completed.

6. Demographics

The screenshot shows the 'Demographics' section of the application. On the left is a sidebar with navigation links: Data Collection, Personal Information, Demographics (selected), Additional Information, Photo Tips, Authentication, Schedule Appointment, Payment, and Confirmation. The main content area is titled 'Demographics' and includes a notice about the importance of providing accurate information. Below the notice is a section for 'Required Fields' with a red star indicating a required field. The form fields include: Citizenship*, Place of Birth*, City of Birth*, Gender*, Height* (feet, inches), Weight* (pounds), Eye Color*, Hair Color*, and Race*.

Data Collection

- Personal Information
- Demographics
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- Photo Tips

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Demographics

Please complete the following questions. This information is used to positively identify you when performing a fingerprint-based background check.

Notice

Fingerprint is required to provide demographic values established by the FBI and/or state and federal agencies.

* -- Required Fields

Citizenship*

Place of Birth*

City of Birth*

Gender*

Height* ft. in.

Weight* lb.

Eye Color*

Hair Color*

Race*

Complete demographic information. Use information that matches applicant's driver's license.

JLA Contractor Badge Instructions

7. Additional Information

The screenshot shows the 'Additional Information' section of the application form. On the left is a sidebar with a 'Data Collection' menu where 'Additional Information' is selected. Below it are 'Authorization', 'Schedule Appointment', 'Payment', and 'Confirmation' sections. The main content area is titled 'Additional Information' and includes a note: 'The employer or organization that sent you to this website or the processing agency requests the following additional information.' Below this, under 'Required Fields', are two input fields: 'Athletic Department Approval Number*' with the value '16-00001' (circled in red) and 'Sport*' with the value 'Softball'.

While ADDITIONAL INFORMATION is a generic topic, for the Broward County JLA Badge it is in reference to the Athletic Department Approval Number. That number is **16-00001**. Write **Softball** for the sport.

8. Photo Tips

The screenshot shows the 'Photo Tips' section of the application form. The sidebar on the left is the same as in the previous section. The main content area is titled 'Photo Tips' and includes a note: 'During your appointment, the technician will take a digital photo of you.' Below this is a 'Notice' box with the text: 'Please remove all hats, glasses and headwear. If you prefer to not remove your headwear for medical or religious purposes, please check the box below. In the event of a poor quality photo, you will be asked to return and have it retaken.' There is a checkbox labeled 'I prefer to keep my headwear on for medical/religious reasons'. Below the notice, it says 'To capture a quality photo, our technician will:' followed by a list of instructions: 'Ensure the top of your head and shoulders are visible', 'Use a solid white background', and 'Choose the highest quality image from different exposure options'. At the bottom, there is a photo of a woman with the caption 'Example of a high quality photo'.

This just references how the photo should be taken. You do not need to bring a photo, it is taken at the appointment. However photos with headwear will be rejected, requiring a re-photograph (for an additional fee) unless there is a religious reason for the headwear to be worn.

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9. Biometric Disclosure

Data Collection

Personal Information

Demographics

Additional Information

Photo Tips

Authorization

Biometric Disclosure

Background Screening Release

FBI National Instant: Applicant's Privacy Rights

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Biometric Disclosure

State Required Biometric Information Disclosure and Authorization

I/We have authorized that my/fingerprints will be collected, stored, and used in connection with your contract and/or employment with organization requesting your fingerprints ("ORGANIZATION"). Such collection, storage, and use of your fingerprints may occur at any time after the company receives your written authorization, including during the hiring process, as well as during the course of your contract and/or employment with ORGANIZATION or for volunteering/teaching, as the case may be, where permitted by law ("Stated Purpose").

Your fingerprints are being collected and used in order to obtain Criminal History Record Information (CHRI) from state governments and/or agencies in connection with your contract and/or employment or volunteering with ORGANIZATION, or for teaching, as the case may be.

Your fingerprints and any information obtained using your fingerprints will be retained and stored by Fingerprint, Inc., and will be permanently destroyed exactly after three (3) years of your last interaction with Fingerprint, Inc. In some instances, we may retain your fingerprints for more than three (3) years or indefinitely, based on the requirements of our clients, which may be regulatory or otherwise. For the exact retention period for your particular purpose, please contact us at (888) 472-6518. You may view Fingerprint, Inc.'s Privacy Policy on the retention and destruction of biometric information <https://www.fingerprint.com/privacy-policy/>.

Authorization to Obtain and Disclose Biometric Information

By signing below, I/We hereby authorize Fingerprint, Inc. to collect, store, and use my/fingerprints, and further authorize Fingerprint, Inc. to disclose and use my/fingerprints to obtain criminal background information in connection with my Stated Purpose.

By signing below, I further authorize Fingerprint, Inc. to share my fingerprint information, criminal records, and any other information obtained using my fingerprints with ORGANIZATION for the Stated Purpose.

By signing below, I acknowledge and agree that this authorization to obtain and disclose/share my biometric information, criminal records, and any other information obtained using my fingerprints, is valid now as well throughout the course of my contract, employment, volunteering, and/or teaching, as may be applicable, with ORGANIZATION, where permitted by law.

TO USE THIS SERVICE, YOU CERTIFY UNDER PENALTY OF LAW, THAT YOU ARE THE SAME PERSON WHO IS BEING FINGERPRINTED, WHO IS REVIEWING ALL OF THE APPLICABLE NOTICES AND COMPLETING THE APPLICABLE FORMS. IT IS STRICTLY PROHIBITED FOR ANYONE ELSE TO PROCEED FURTHER EXCEPT THE PERSON WHO IS BEING FINGERPRINTED, UNLESS YOU HAVE WRITTEN APPROVAL FOR SPECIAL CIRCUMSTANCES, SUCH AS A DISABILITY, FROM A FIELDPRINT, INC. OR THE REQUESTING ORGANIZATION/AGENCY.

☒ I agree *

Your Full Name _____ John Official
Today's date _____ January 4, 2023

This page requires a checkmark to acknowledge reading the BIOMETRIC DISCLOSURE. It will automatically fill in the name and date.

10. Background Screening Release

Data Collection

Personal Information

Demographics

Additional Information

Photo Tips

Authorization

Biometric Disclosure

Background Screening Release

FBI National Instant: Applicant's Privacy Rights

FBI Privacy Statement and Privacy Notice

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Background Screening Release

The Bureau of Criminal Justice will require disclosure of certain background information, including criminal, that may have been obtained in connection with your application and/or employment with the State of Maryland. This information will be used for the purpose of background screening and to determine if you are eligible for employment with the State of Maryland. This information will be used for the purpose of background screening and to determine if you are eligible for employment with the State of Maryland. This information will be used for the purpose of background screening and to determine if you are eligible for employment with the State of Maryland.

1. Have you ever been convicted of an offense (misdemeanor or felony) other than a minor traffic violation? *

☐ No
☐ Yes

2. Have you ever been found guilty of a criminal offense? *

☐ No
☐ Yes

3. Have you ever entered a nolo contendere or no contest plea in a criminal proceeding? *

☐ No
☐ Yes

4. Have you ever had a criminal record sealed? *

☐ No
☐ Yes

5. Have you ever had a criminal record expunged? *

☐ No
☐ Yes

6. Have you ever participated in any type of pretrial intervention/diversion program, including but not limited to community service or probation that resulted in the charges being reduced/dropped or not prosecuted? *

☐ No
☐ Yes

7. Have you ever had adjudication withheld in a criminal offense? *

☐ No
☐ Yes

8. Are there criminal charges currently pending against you? *

☐ No
☐ Yes

9. Have you ever been imprisoned or jailed in a criminal proceeding? *

☐ No
☐ Yes

10. Have you ever been placed on probation in a criminal proceeding? *

☐ No
☐ Yes

11. Have you ever paid a fine in a criminal proceeding? *

☐ No
☐ Yes

12. Have you ever failed to appear in court or forfeited bond in a criminal proceeding? *

☐ No
☐ Yes

13. Have you ever had criminal charges pending against that were later dropped, abandoned, dismissed or nolle prosequi? *

☐ No
☐ Yes

14. Are you currently on probation or parole? *

☐ No
☐ Yes

15. Have you ever had a teaching certificate revoked or suspended? If yes, in what state and when? *

☐ No
☐ Yes

16. Have you ever had sanctions placed on your teaching certificate for any reason? *

☐ No
☐ Yes

17. Have you ever been denied a teaching certificate anywhere? *

☐ No
☐ Yes

18. Is disciplinary action currently pending anywhere against your teaching certificate? *

☐ No
☐ Yes

19. Are you currently under investigation by any local, state or federal agency or entity for any wrong doing, either criminal, civil or administrative? *

☐ No
☐ Yes

20. Have you ever been dismissed or asked to resign from employment? *

☐ No
☐ Yes

By electronically signing this form, I certify that I have carefully read and fully understood each question and that all information contained herein is true and accurate. My signature further certifies that there is no falsification of any information requested or any misrepresentation of information requested. I also understand that my fingerprints will be submitted to the Justice Department of Law Enforcement and the Justice Bureau of Investigation for a criminal background check and/or other purposes requested and will not be submitted to any other agency or entity for any other purpose.

By my electronic signature, I authorize the Board of Education to conduct any investigation necessary to verify all information disclosed on this form. My signature on this document prohibits the release of any written or electronic records in my name for any court, included in this panel of activities in any document included any state or federal records and other persons requested will not be submitted to any other agency or entity for any other purpose.

TO USE THIS SERVICE, YOU CERTIFY UNDER PENALTY OF LAW, THAT YOU ARE THE SAME PERSON WHO IS BEING FINGERPRINTED, WHO IS REVIEWING ALL OF THE APPLICABLE NOTICES AND COMPLETING THE APPLICABLE FORMS. IT IS STRICTLY PROHIBITED FOR ANYONE ELSE TO PROCEED FURTHER EXCEPT THE PERSON WHO IS BEING FINGERPRINTED, UNLESS YOU HAVE WRITTEN APPROVAL FOR SPECIAL CIRCUMSTANCES, SUCH AS A DISABILITY, FROM A FIELDPRINT, INC. OR THE REQUESTING ORGANIZATION/AGENCY.

☒ I agree *

Your Full Name _____ John Official
Today's date _____ January 4, 2023

Back Continue

This page has 20 questions that must be answered. Answering yes to any of the questions isn't itself disqualifying but may need further clarification and delay approval of the JLA badge.

JLA Contractor Badge Instructions

11. FBI Privacy Right and Act Pages

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[illegible]

The next two pages are disclosures in English and Spanish detailing the FBI Noncriminal Justice Applicant's Privacy Rights. The second covers the FBI Privacy Act Statement. Both require an acknowledgement checkmark to proceed.

12. Schedule an Appointment - Location

Find

Personal Information

Emergency Alerts

Additional Information

Privacy Test

Authorization

Reminders & Disclosures

Agreement Download Request

AR/Nonmedical Patient Agreement Privacy Rights

AR Privacy Statement and Privacy Notice

Schedule Appointment

Appointment Details

Appointment Confirmation

Fingerprint Location

Please enter an address close to location near by Fingerprint Locations.

100 Lake Road, Davis, CA 95324

New York City Home Address

20 Results for 100 Lake Road, Davis, CA 95324

Please use the options below as proceed with scheduling.

Wed
8 Jan

Thu
9 Jan

Fri
10 Jan

Sat
7 Jan

Sun
8 Jan

Mon
9 Jan

Tue
10 Jan

Distance

Services Available Time

View All Services

1. Fingerprint Site - The Mail Box Place

11352 West State Street Rd. (Shopping plaza w/ Wilson Drive), Davis, CA 95321

To Tue 7h To 9:00 AM / 5:30 PM To 10:00 AM / 10:00 PM

No Additional Fees / ADA Compliant / Unsanitary / Expedient Processing / Photos x 10

3.23 mi

2. Fingerprint Site - ParkAt

4201 South Ratings Road, Suite 100, In Farmington Community, between Subway & Downson, Davis, CA 95310

To Tu 7h To 9:00 AM / 9:30 AM To 10:00 AM / 10:00 AM

No Additional Fees / ADA Compliant / Unsanitary / Expedient Processing / Photos x 10

2.90 mi

3. Fingerprint Site - Carriage Works

1800 North Pine Island Road, Pine Island Professional Center, Suite 104, Placerville, CA 95332

To Tu 7h To 9:00 AM / 5:00 PM To 9:00 AM / 12:00 PM

No Additional Fees / ADA Compliant / Unsanitary / Expedient Processing / Photos x 10

3.47 mi

4. Fingerprint Site - The UPS Store #2728

1830 North University Drive, UC Central of University & Support (behind Ovi Pharmacy), Placerville, CA 95332

To Tu 7h To 9:00 AM / 9:45 AM

No Additional Fees / ADA Compliant / Unsanitary / Expedient Processing / Photos x 10

3.63 mi

The system will automatically put in the home address. However, if the applicant wants to use a work address, manually input that address in the system. FieldPrint will list vendors (UPS stores, etc) with FieldPrint equipment. Select a location.

JLA Contractor Badge Instructions

13. Schedule an Appointment – Date and Time

The left screenshot shows the 'Schedule Appointment' form. The 'Month' dropdown menu is circled in red, and the 'Time' dropdown menu is also circled in red. The right screenshot shows the 'Schedule Appointment' form with the 'Time' dropdown menu open, showing a list of available times. The 'Time' dropdown menu is circled in red.

Use the pull-down menus to schedule the Month, Date and Time. The system will only show the available dates and times at the location. The system only shows the date, so have a calendar available to check which day the appointment is scheduled.

14. Payment

The screenshot shows the 'Payment' page. A notice states: "Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge. Your appointment will not be scheduled until payment has been completed." Below this, the date and time of the appointment are listed: "January 7, 2023 10:00 AM" and "Fieldprint Site - The Mail Box Place, 11352 West State Road 84, (shopping plaza w/ Winn Dixie), Davie FL 33325". A table of fees is shown:

Fee Type	Fee
Fieldprint Scheduling Fee	\$ 21.00
State Scheduling Fee	\$ 68.25
Your Total to Pay:	\$ 89.25

Below the table, there are buttons for "PayPal", "Debit or Credit Card", and "Powered by PayPal".

Make the payment using PayPal, a debit or credit card. Before paying DOUBLE-CHECK THE DATE, TIME AND LOCATION. Otherwise, any changes MUST be made more than 24 hours in advance, online through the website. Calling the store will not be accepted and may result in additional charges.

15. Confirmation

A confirmation page will appear once the payment has been accepted. An email will be sent that will serve as the receipt for services.

Once approved, the JLA Badge is sent to the Broward Schools district office, who enters the updated expiration date in the FHSAA database. Once completed an administrator will forward the badge to the official. The process takes 5-7 weeks, longer if there's a holiday or a delay in the approval process.