



Volunteer - Level II Clearance Instructions

The School District of Manatee County requires a Level II fingerprint screening for all volunteers chaperoning a field trip and interacting *unsupervised* with students on campus. Clearance is valid for five years and is monitored by the School District of Manatee County.

STEP 1

Complete a volunteer application at apps.raptortech.com/Apply/MjQ2Mzplbi1VUw==
This application can be found at www.manateeschools.net/o/sdmc/page/volunteers

After you receive email notification that your volunteer application has been approved please complete steps 2 & 3 below.

STEP 2

You must schedule an appointment to have a profile created in the AHCA Clearinghouse database.
Schedule your appointment to visit the **School District of Manatee County**:
<https://outlook.office.com/book/SDMCFingerprinting1@ManateeCountySchools.onmicrosoft.com/>

Select *Volunteer AHCA Clearinghouse Profile Appointment*

School District of Manatee County, Human Resources Department
215 Manatee Avenue West
Bradenton, FL 34202
(941) 708-8770

(Closed holidays and Fridays during the summer)

The following information is **required** to complete your profile:

- Driver's License or ID card
- Social Security Number

STEP 3

After you schedule your appointment for the AHCA Clearinghouse database, you will need to schedule your appointment at a Livescan® location to have your fingerprints and photograph taken.

- Visit www.fieldprintflorida.com
- Click on "Schedule an appointment" (Walk ins are not accepted).
- Click "Sign Up" button, read & sign consent agreement. Create an account and security questions.
- Click "continue" and then verify the account by entering the 8-digit code sent to your email and complete registration.
- Log back into your account using your username and password.
- Enter the FieldPrint Code **FPSDMCVolunteer**, click continue.
- Enter all requested information as required by the FBI including date of birth, social security number, and demographic information.

- **Manatee School(*):** Enter the **name of the school** where you will be volunteering. If you aren't able to locate your school in the dropdown please select one of our schools to continue moving forward with the scheduling process.
- **Manatee Location(*):** Select **SSC(School Support Center)**
- **Position(*):** Please enter Volunteer and the School Name that you will be volunteering for(ex. Volunteer- Lake Manatee K-8).
- Read and accept all privacy statements.
- **Schedule a fingerprint appointment** – please schedule an appointment at the location of your choosing. If you choose to schedule at our location please select a fingerprint appointment that aligns with your appointment for the AHCA Clearinghouse to allow for both appointments to be completed while you are at our office.
- The total fee is approximately \$90, paid to Fieldprint by each volunteer. Mastercard, American Express, Discover and Visa are acceptable means of payment.
- Two forms of identification must be brought to the fingerprint appointment:
 - State-issued Drivers License, State-issued ID Card
 - U.S. Passport
 - Military Identification Card
 - Work Visa w/ Photo
 - DOD Common Access Card
 - Foreign Drivers License
 - Credit Card
 - Bank Statement
 - Electric Bill
 - Birth Certificate
 - Marriage Certificate
 - Citizenship or Naturalization Certificate
 - School ID w/ Photograph
 - Vehicle Registration/Title
 - Voter Registration Card
 - Bank Statement
 - Paycheck Stub
 - Draft Record
 - Native American tribal document

Appointments are required, and it is imperative the appointment be kept. No shows will be charged additional fees. Appointments can be rescheduled or canceled up to 24 hours prior to the scheduled appointment.

Once you have completed the application, **please print the confirmation page or confirm you received the confirmation to your email.**

Once you complete the Livescan® fingerprint and photograph process, your information will be transmitted to the Clearinghouse for approval.

Thank you for volunteering with the School District of Manatee County. If you have any questions or need additional assistance please email us at volunteer@manateeschools.net.