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If you identify information that is outdated, please notify us at CHC@cns.gov.

Florida is a closed records state.

Some form of criminal history information is open to the public in “open records” states. In “closed records” states, access to criminal history information is not generally available to the public, but is available to authorized entities (e.g. law enforcement agencies).

Contact Information

Florida Department of Law Enforcement Criminal Justice Information Systems
and <https://web.fdle.state.fl.us/search/app/default>
Phone: 850-410-8109

State Checks

General Information on State Checks:

- While two options for types of state checks are listed below, name-based and fingerprint-based, only one type of state check is required. CNCS does not recommend one of these checks over the other. Either the name-based state check or the fingerprint-based state check is acceptable.
- Please note that to be in compliance with CNCS requirements, recipients may have to conduct checks in up to two states: the state of service/work check on individuals in covered positions, as well as a state of residence check (i.e. if the state of residence is different from the state of service/work at the time of application).

Name-Based State Checks

Available from: Florida Department of Law Enforcement Criminal Justice Information Systems

Cost: \$33 for volunteer records which include FBI checks, \$24 to request state records

How long does it take to obtain results? Results within 24 hours

Additional notes: Florida does not appear to require authorization from the subject in order to obtain results.

Fingerprint-Based State Checks

Available from: Florida Department of Law Enforcement Criminal Justice Information Systems

What is released: An indication that the person has no criminal history. The criminal history record (RAP sheet) that shows arrests and/or convictions for Florida and other states. Notification of any warrants or domestic violence injunctions that the person may have.

Cost: \$31.50 per volunteer check; \$38.75 per employee check

How long does it take to obtain results? 7 – 10 business days

Available to: Through the VECHS program, FDLE and the Federal Bureau of Investigation (FBI) provide to qualified organizations (not individuals) in Florida state and national criminal history record information on applicants, employees, and volunteers. Generally, to be qualified to participate in the VECHS program, an organization (public, private, profit, or non-profit) must provide "care" or "care placement services" to children, the elderly, or the disabled.

The VECHS program is not available to organizations currently required to obtain criminal history record checks on their employees and/or volunteers under other statutory provisions, such as day care centers. Those organizations must continue to follow the statutory mandates that specifically apply to them. If, however, an organization is required to obtain state and national checks on only specific types of employees or volunteers, the VECHS program may be able to process requests for state and national checks on the organization's other employees or volunteers.

Approved Alternative Repositories

State repositories are institutions that house and maintain the arrest and disposition (or outcome) information for cases handled in that state. Each state has a central repository, and CNCS has designated one in each state that grantees must use. In some cases, generally when a different institution is able to provide information that is equivalent to what is provided by the state repository, CNCS may designate them as an Approved Alternative Repository.

None at this time.

FBI Checks

FBI Check Guidance: <http://www.nationalservice.gov/FBIGuidance>

State Repository Provides FBI Checks: Yes

Available to: Programs, at a cost of \$33 for volunteer records. You can get results from Florida if programs are based in or operating in the state.

CNCS FBI Channeler: Organizations that cannot successfully use the state repository for FBI checks may use CNCS's FBI-approved Channeler, Fieldprint, for FBI checks.

Cost: The cost for one FBI check through Fieldprint is \$27.50.

How long does it take to receive results? The majority of checks conducted electronically take no more than two business days from the date the fingerprints are captured. If an applicant does not live near a Fieldprint livescan location and fingerprints must be taken manually and mailed, it will take longer to receive the results. See the Fieldprint Guide and FAQ (linked below) for more information.

More information:

- Fieldprint Guide and FAQs: <https://www.nationalservice.gov/FBIGuidance> (see document, "Using Fieldprint as an FBI Channeler – A Guide for CNCS Recipients")
- Fieldprint website: <http://www.fieldprintcnscs.com/>

NSOPW (National Sex Offender Public Website) Check

nsopw.gov

A required component of the NSCHC is a nationwide check of NSOPW.gov before an individual begins work or service in a covered position. Please note that a compliant nationwide NSOPW check must include reports from all states, territories, and tribes. If any state, territory, or tribe is unavailable at the time the NSOPW check is conducted, you must either run a nationwide NSOPW check again through NSOPW.gov and ensure that all entities are reporting, or run a separate check for each entity that is not reporting through the state sex offender registry website.

Please note that a check of a single state's sex offender registry alone is not sufficient to meet the requirements of the nationwide NSOPW check requirement. The information provided in the State Sex Offender Registry Information section is for reference purposes only in the event that a single state sex offender registry check is necessary to supplement an incomplete nationwide NSOPW check.

State Sex Offender Registry Information

Florida Sex Offender Registry: The Florida Department of Law Enforcement.

<https://offender.fdle.state.fl.us/offender/homepage.do;jsessionid=I1CYi9Jn7NwvPGIou+LbgdhL>

Individuals Requesting Criminal History Records (versus Organizations)

Option 1: On-Line:

1. Go to the Florida Department of Law Enforcement website and begin the "Search Now" process. Fill in your personal information.
2. Select the "Automatically email criminal history results" and "Automatically email payment receipts" options.
3. Continue to fill out your information in the Criteria section and then the Confirmation section. This will lead you to the payment section. The fee for requesting a criminal background check is \$24.00. You must pay by credit card.
4. The applicant will receive the background check results within 24 hours.
5. Bring sealed result to program to ensure chain of custody.

Option Two: By Mail:

To request criminal history information, you may simply send a letter or print out, complete and mail the criminal history information request form (PDF). Bring sealed results to program to ensure chain of custody.