



**State of Florida
Department of Children and Families**

Charlie Crist
Governor

George H. Sheldon
Secretary

Live Scan Background Screening Submission Form

Present this form to any Live Scan Vendor approved to submit Level 2 Background Screenings through the Florida Department of Law Enforcement.

You may present this to any approved vendor on the Department of Children and Families website, or the Florida Department of Law Enforcement website.

The following information must be presented prior to or at the time of screening:

- 1. A valid picture ID**
- 2. DCF Originating Agency Identifier (ORI)# _____**
- 3. DCF Live Scan Originating Agency Case Number (OCA) # _____**
- 4. Employer/Provider
Name _____**
- 5. Employer/Provider
Address _____**
- 6. Employer/Provider email
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Live Scan Vendors:

For all persons screened for the Department of Children and Families, please ensure a valid ORI and Live Scan OCA numbers are entered at the time of screening.

Employers/Providers:

Contact your local DCF Background Screening Office for ORI and Live Scan OCA numbers.

1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency