**LEVEL 2 VOLUNTEER Fingerprint Process & Procedure:**

1. Complete this form: <https://drive.google.com/file/d/1XGzgqeS2qXu9WXrcqL47QwPkRR4kgS8B/view?usp=drive_link> and email it to hr@lwcharterschools.com so that we can enter you into the clearinghouse.Please use this as your email's subject line: "VOLUNTEER-CLEARINGHOUSE REQUEST"

**\*\*\*\*\*If you are already in the Clearinghouse, you may not need fingerprinting.**

Please**do not**schedule fingerprints if you are in the clearinghouse database. Please email the above form to hr@lwcharterschools.com and state that you are in the clearinghouse so that we can simply confirm this.

2. Fingerprints must ONLY be collected by Fieldprint.  Please visit: <https://fieldprintflorida.com/individuals> to set up an appointment for fingerprinting.  **Do NOT schedule the appointment without completing step #1!**

**When making an appointment please be sure to use the following code:** ***FPLakeWalesCharterVol5342***

*Note:  Using any other code will result in the need to be reprinted and will delay clearance significantly.* ***There is an $84 fee.***
3.  After scheduling an appointment with Fieldprint, please complete the questions below.

4. Once fingerprints and background are cleared, you will receive a notification via email from the LWCS HR Department.

You will then need to send your photo and the last 5 digits of your driver’s license number to LWCS.IDBadge@lwcharterschools.com, as you will need a level 2 badge to enter the school.

**VENDOR/CONTRACTOR LWCS Fingerprint Process & Procedure:**

1. Complete this form: <https://drive.google.com/file/d/1XGzgqeS2qXu9WXrcqL47QwPkRR4kgS8B/view?usp=drive_link> and email it to hr@lwcharterschools.com so that we can enter you into the clearinghouse. Please use this as your email's subject line: "VENDOR-CLEARINGHOUSE REQUEST"

**\*\*\*\*\*If you are already in the Clearinghouse, you may not need fingerprinting.**

Please**do not**schedule fingerprints if you are in the clearinghouse database. Please email your fully completed Clearinghouse background screening request form to hr@lwcharterschools.com and state that you are in the Clearinghouse so that we can simply confirm this.

2. Fingerprints must ONLY be collected by Fieldprint.  Please visit: <https://fieldprintflorida.com/individuals> to set up an appointment for fingerprinting.  **Do NOT schedule the appointment without completing step #1!**

**When making an appointment, please be sure to use the following code:** **FPLakeWalesCharterContVend5342**

Note:  Using any other code will result in the need to be reprinted and will delay clearance significantly. **There is an $84 fee.**

3. Once fingerprints and background checks are cleared, you will receive a notification via email from the LWCS HR Department.

You will then need to send your photo and the last five numbers of your driver's license # to: **LWCS.IDBadge@lwcharterschools.com**, as you will need a level 2 badge to enter the school.