



# Level 2 Background Screening Services LLC

www.level2backgroundscreening.com

Service Requested: (Sales Tax will be additional)  
Level1 Florida Background Check \$45.00 \_\_\_  
Level2 LiveScan & FingerPrinting \$100.00 \_\_\_

## LIVE SCAN VALIDATION FORM

DATE: \_\_\_\_\_ TCN#: (Office Use) 70CA91

First Name: \_\_\_\_\_ Address: \_\_\_\_\_

Middle Name: \_\_\_\_\_ City: \_\_\_\_\_

Last Name: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode \_\_\_\_\_

Name Suffix: (if any) \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Alias: \_\_\_\_\_ Social Security #: \_\_\_\_\_

**Gender:** Male / Female    **Race:** White / Black / American Indian / Alaskan Native / Other

Date of Birth: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Occupation: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ ( State/Country)Citizenship: \_\_\_\_\_ (Country)

Reason for Fingerprints: \_\_\_\_\_

ORI#: \_\_\_\_\_ REQUIRED (State Agency ID#)

AHCA PHOTO UPLOAD REQUIRED: Yes / No    AHCA Screening Request ID#: \_\_\_\_\_

Total FEE:        \$

Paid BY:  
Credit Card:\_\_\_ Online:\_\_\_ Cash: \_\_\_ Other \_\_\_\_\_

**PLACE DRIVERS LICENSE HERE  
AND MAKE 2 PHOTO COPIES  
ONE FOR CLIENT AND ONE FOR OFFICE**



## Level 2 Background Screening Services LLC

4910 Dyer Blvd  
West Palm Beach, FL 33407  
Phone: 561-840-6566  
Fax: 561-840-7620

## LiveScan Screening Process Agreement

Employers send their employees, potential employees, volunteers, or contractors to a LiveScan vendor for fingerprinting. This process that we perform is called a level2 background screening. The information the applicant provides and their fingerprints are digitally submitted to the FDLE and the FBI, hence two levels of screening. The results are returned to the applicants agency of choice indicated by that agencies ORI#. Once prints are successfully submitted to FDLE, they will check the state criminal history repository for records. The FBI will then check national criminal history systems for information. Allow 2-3 business days for FDLE/FBI processing and submission of results back to the ORI indicated agency. Once complete, FDLE electronically sends results to the ORI agency. Level 2 screening results are confidential and may not be shared with anyone. Only the ORI indicated agency will be able to view the results. All fingerprints are good for 60 days, after which they expire. Applicants are reminded to submit all licensing information or employment information soon after having their screening completed. Once fingerprints expire, the applicant will need to be rescreened at an additional cost.

Level2 Background Screening Services LLC utilizes the latest equipment in Live-Scan technology. The system that we utilize to scan your finger prints is very expensive and is considered the best in the industry. Unfortunately, some customer's fingerprints are not easily readable due to life experiences. Finger prints can, over time, diminish in quality due to age or the type of job that you do. Our system scores each print scanned. If you receive a "D" or an "E" score, there is a chance that the FDLE or FBI will reject your fingerprint scans. It is not uncommon. Unfortunately it may delay your screening results being returned to your indicated ORI agency. If your fingerprints are rejected, you will receive a certified letter from the federal or state agency that has rejected your prints or you will receive a phone call from your ORI agency. Simply bring the letter you receive or the TCR# you are given to us, and we will re-run another set of fingerprints at no cost. When you are contacted to re-submit your screening, you have a limited number of days, usually 30, to report back to us for your second screening. Otherwise your TCR will expire, meaning you'll have to restart the process over and pay the required fee. A Level1 Screening is simply a Florida criminal background review. If there are no criminal record, no results will be found. A level1 screening is available for a separate fee. Results for a Level1 screening can be emailed the same day.

It is the responsibility of the employer to retrieve the screening results of the Level2 LiveScan Screening from the appropriate state agency website portal. Level2 Background Screening Services LLC does not receive any result information. Screenings expire in 30 days if State application or licensee information is not on file with the appropriate State Agency. Applicants can check to see the status of their screening on FDLE's website by entering the above noted TCN# at the following website:

***<https://cchinet.fdle.state.fl.us/search/app/tcnlookup>***

The applicant agrees to have Level2 Background Screening Services LLC perform a livescan of their fingerprints and to submit the above information and finger prints to the Florida Department of Law Enforcement, FBI and the listed controlling agency via the ORI#. The applicant understands that we utilize the information provided on this form to submit to the FBI and FDLE. We are not responsible or required to verify the validity of the information provided by the applicant, just to provide a submission. It is required that the applicant provide accurate information. The applicant understands that we have a **NO REFUND POLICY**. The applicant, employer and ORI agency holds harmless Level2 Background Screening Services LLC and its affiliates for any errors or omissions in performing this screening and for any results of the screening services.

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Applicant Signature

DATE