

## ***Required Fingerprint Screenings Process***

All persons working with our children in ToMorrow's Leaders Children's Programs and Today's Leaders Youth Programs are required to do a background screening. This is done on a fingerprint card obtained through Touching Miami with Love. This is a search of the national database and is valid for 3 years.

### ***Steps:***

1. From TML you should receive:
  - a. Blank Fingerprint card
  - b. Directions for Completion of VECHS Fingerprint Card page
  - c. VECHS Waiver Agreement and Statement
  - d. Attestation of Good Moral Character
  - e. Local volunteers should receive a form with locations for fingerprinting services in Miami area listed
2. Go to location nearest you and have them collect your fingerprints on card. Be sure and follow the Directions for Completion of VECHS Fingerprint Card page.
3. Bring following back to TML
  - a. Completed Fingerprint card
  - b. Completed VECHS Waiver Agreement and Statement
  - c. Completed Attestation of Good Moral Character
4. Touching Miami with Love will mail your card off to the state with a check for \$33.25 for each volunteer.
5. Once TML has received notice from the state that your background is clear, you will be free to volunteer with our children and youth program.

### ***Notes on Directions for Completion of a VECHS Fingerprint Card***

- Please note that all fields must be completed in BLACK ink only
- For #5 you will note that all members are "VOLUNTEER"
- #10 please enter V13040072 (the V is for volunteer & the 8 digit number is TML)

Note fields 15-18 require 3 digit entry, see instruction sheet for more info