CRIMINAL BACKGROUND CHECK PROCESS

The following applies to criminal background checks when screening for access to sites managed by the State of Florida, Department of Management Services (DMS). All contractors, subcontractors and their employees must have background checks. Documentation requirements must be provided to DMS at least 72 business hours in advance for processing. DMS contacts are:

EMAIL ALL DOCUMENTS TO: redmsecurity@dms.myflorida.com

DOCUMENT REQUIREMENTS (MUST BE LEGIBLE)

Project Number: _______________________
Project Name: _______________________
Project Location: _______________________
DMS Project Manager: _______________________

NOTE: Background Checks will not be processed without the above information.

Current driver’s license: (or state issued ID card from the individual’s state of residency). If the license/card has been renewed and the new date is a sticker attached to the back, a legible copy of the current date is required.

If the driver's license or ID card was issued less than 12 months from the date of the request, proof of residency must be provided. Acceptable documentation may be utility bills that reflect the candidate’s address, tax returns or official documentation mailed to the candidate's address. Documents must have a date that is one year prior to the screening process.

Social Security Card: A Social Security card with only the last four numbers visible is required. If a card has recently been applied for, a printout from the SS Administration confirming the person’s assigned social security number will be accepted. In lieu of a social security card, a current and valid U.S. passport can be accepted.

Green Card / Work Authorization: (If not a legal U.S. citizen). If the Green card has been renewed and the new date is a sticker attached to the back, a legible copy of the current date is required.

Permanent Resident Card: If the candidate has a current permanent resident alien card or an Employment Authorization card, and their Social Security Card is stamped “VALID FOR WORK ONLY WITH DHS AUTHORIZATION” they will not need the Green Card/Work Authorization Card.

If there are any problems with the paperwork received at DMS (illegible, incomplete, etc.), you will have only 20 days to correct it. After 20 days, all paperwork originally received will be shredded, and all paperwork will have to be re-submitted.

Criminal Background Check:

In Florida, a criminal background check must be obtained from the Florida Department of Law Enforcement (FDLE). The background check must be current and have been issued within 30 days of applying for a criminal background approval. Please click link below:

https://web.fdle.state.fl.us/search/app/default

If an individual has an Out of State Driver’s License, a Nationwide Criminal Background is required, instead of the FDLE background check. Please click link below:

http://www.sentrylink.com/

Department of Management Services cannot accept in-state background checks performed by any other agency or entity. There are no exceptions. Florida background checks must be obtained from the Florida Department of Law Enforcement.

Requests, Verification, Notification and Approval:

Please allow at least one week for processing and handling of all requests. Our office will handle your request within 72 business hours of receipt; however, if there are any issues, the request will have to be sent to another area for further review. All documentation provided is verified prior to approval and missing or further needed documentation will be requested. After verification, the contractor will be notified of the status of the individual.

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