State of Florida
Department of Children and Families

Charlie Crist
Governor

George H. Sheldon
Secretary

Live Scan Background Screening Submission Form

Employers/Providers:

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

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

1. **A valid picture ID**

2. **DCF Agency Identifier (ORI)#_____FL921811Z – Brevard County___**
   This is a nine digit number beginning with FL92 and ending with the letter "Z".

3. **DCF Live Scan OCA #_____**
   This is a nine digit number beginning with your 2 digit Circuit Number, your OCA, and ending with the letter "Z".

Live Scan Vendors:

Background Screening for the Department of Children and Families **must** include the following:

- A valid ORI entered into the Controlling Agency Identifier field (this may also be the Requesting Agency field) on the Transaction Screen, and
- The Provider Live Scan OCA number entered into the Originating Case Agency Field on the Miscellaneous Screen.

Applicants

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

Live Scan vendors may be found on the Department of Children and Families website, at www.dcfbackgroundscreening.com, or the Florida Department of Law Enforcement website, at www.fdle.state.fl.us.