



Volunteer Application Process - Level II Background Screening Details

Thank you for your interest in Broward Children's Center. We recognize the value of your time and appreciate the fact that you would like to share it with us as a volunteer in one of our many programs.

*A **Level II** Background screening (Fingerprinting) is required for volunteers 18 years of age and older. There is a cost of \$55.75 associated with this process charged by the agency performing the search. Note that this fee must be paid by the volunteer. (If you have had a Level II screening in the past year and can provide the written results, we may be able to use that info).

Instructions to prepay for the Level II screening are as follows:

Go to:

<https://www.aps.gemalto.com/index.htm>

- Click Florida
- Click ON Florida Department of Children and Families
- Register online & fill out the form on screen
- ORI: DCF General
- OCA:
 - o For South school (Dania): 10062705Z
 - o For North school (Pompano Beach): 10062708Z
- Complete all required information (although it is not required, you need to add the social security number to allow us to obtain results)
- The cost should be \$57.
- Upon completion, notify the BCC Volunteer Coordinator who will then schedule an appointment for your fingerprints to be taken by our HR Dept. **Bring a copy of the registration to HR.**

All completed documents should be returned via email to volunteer@bcckids.org

Upon receipt of all of the forms, we will arrange for your fingerprinting, a personal interview and tour of our facility.

*For questions on the Broward Children's Center Volunteer Program,
please contact our Volunteer Coordinator at volunteer@bcckids.org, or by phone at 954.283-2160*