

BACKGROUND FINGERPRINT SERVICE PROVIDERS



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<https://discover.pbc.gov/pzb/CodeCompliance/Pages/Contractor-Regulations.aspx>

To comply with the Construction Industry Licensing Board (CILB) ruling effective 10/1/2015, you must perform Livescan fingerprints during the application or renewal of a county license. Here are the steps and important details:

1. Locate a Livescan Fingerprinting Provider:

- Use the Florida Department of Law Enforcement (FDLE) website to find an approved provider: http://www.fdle.state.fl.us/Criminal-History-Records/Documents/InternetDoc_ServiceProviders_June.aspx
- You can also check with local law enforcement agencies, such as police departments and sheriff's offices, to see if they offer Livescan fingerprinting services.

2. Palm Beach County Identifier (ORI Number):

- The ORI Number for Palm Beach County is **FL750157Z**. Provide this number to the fingerprinting provider to ensure the results are sent to ContractorsRegulations.

3. Submission of Fingerprint Results:

- Contractor Regulations require that the fingerprint results be received before reviewing your application. Confirm with the provider that they can process your fingerprints using the ORI number.

4. Criminal Background Check:

- A Level 2 criminal background check conducted by the FDLE and the FBI is required to demonstrate good moral character and fitness for licensure.
- The applicant covers the cost of the background check.
- The Board may deny a certificate of competency based on the relationship of the crime to contracting, the severity of the crime, or the potential for public harm. However, mitigating factors such as the time since the crime and evidence of rehabilitation will be considered.

5. Mitigating Factors:

- The Board may not deny licensure solely based on a conviction or failure to provide proof of restoration of civil rights. For recertification, a criminal background check may be required.

Feel free to provide your fingerprint provider with a copy of this information to ensure a smooth process. If you have any further questions or require assistance, please let us know.