

# VECHS

## Qualified Entity Application

### Volunteer & Employee Criminal History System



Florida Department of Law Enforcement  
Criminal History Services  
Phone: (850) 410-8161 [FDLEVECHS@fdle.state.fl.us](mailto:FDLEVECHS@fdle.state.fl.us)

The National Child Protection Act of 1993, as amended, and Section 943.0542, Florida Statutes allows for the creation of the VECHS program. Through this program, FDLE and the Federal Bureau of Investigation (FBI) provide state and national criminal history record information on applicants, employees, and volunteers to qualified organizations in Florida. With this criminal history information, the organizations can more effectively screen out current and prospective volunteers and employees who are not suitable for contact with children, the elderly, or the disabled.

To be qualified to participate in the VECHS program, an organization (public, private, profit, or non-profit) must provide "care" or "care placement services" to children, the elderly, or the disabled.

#### Entity Information

Entity Name:				
Mailing Address:				
	Street Address			Unit#
	City	State	Zip	County
Physical Operating Address:  Check here if Physical Address is same as Mailing Address				
	Street Address			Unit#
	City	State	Zip	County

#### Contact Information

Contact Person:			
Phone:		Ext:	
E-mail Address:		Fax:	
Entity Head: (Please Print)		E-mail Address:	

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## Application for Qualified Entities

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### Summary of Services

<b>Legal Type of Entity:</b> <input type="checkbox"/> Governmental (Public) <input type="checkbox"/> Private, Non-Profit <input type="checkbox"/> Private, For-Profit					
<b>Are you designated as 501(c)(3) with the United States Internal Revenue Service?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide verifying documentation, such as IRS determination letters.					
<b>Please check all that apply to the service(s) that your entity provides to children, the elderly, or the disabled:</b>					
Vulnerable Population Served	Care or Treatment	Education, Training, or Instruction	Supervision	Recreation	Care Placement
Children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elderly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Please describe in detail the services your entity will provide and how those services will impact children, the elderly, or the disabled (continue on a separate page, if necessary):</b>					
<b>Are you a K-12 private school?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>If yes, are you receiving or applying to receive scholarship funds?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>Once approved, please indicate your participation in the Applicant Fingerprint Retention and Notification Program (AFRNP):</b>					
No Participation		Employee & Volunteer Retention			
Employee Retention Only		Volunteer Retention Only			

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<b>Do you understand that current or prospective employees and volunteers that are otherwise statutorily required to receive a state and national criminal history record check are not eligible for the VECHS Program?</b>	
<b>Yes</b>	<b>No</b>
<b>Do you plan to request state and national criminal history record checks on employees and volunteers currently residing outside the state of Florida? If yes, please explain:</b>	
<b>Yes</b>	<b>No</b>
<b>Are you currently required by state statute to obtain state and national criminal history record checks on any of your current or prospective employees and volunteers?</b>	
<b>Yes</b>	<b>No</b>
<b>If yes, what state agency monitors your entity and requires these criminal history record checks? Please check all that apply:</b>	
<input type="checkbox"/>	Florida Department of Children and Families (DCF)
<input type="checkbox"/>	Florida Department of Education (DOE)
<input type="checkbox"/>	Florida Agency for Healthcare Administration (AHCA)
<input type="checkbox"/>	Florida Department of Elder Affairs (DOEA)
<input type="checkbox"/>	If Other(s), please explain below:

It is your responsibility to determine if your entity is otherwise statutorily required to complete criminal history record checks on current or prospective employees and volunteers. Please verify your statutory requirements for record checks with one of the above agencies or Florida Statutes before submitting your application. If you have contacted these agencies and still have questions regarding eligibility, please contact the FDLE VECHS Program at (850) 410-8161 or at [FDLEVECHS@fdle.state.fl.us](mailto:FDLEVECHS@fdle.state.fl.us).

Please submit your completed application to FDLE using the information below. Applications may be submitted by regular mail, e-mail, or fax, but **must be typed**.

Florida Department of Law Enforcement  
Criminal History Services  
ATTN: VECHS  
P.O. Box 1489  
Tallahassee, FL 32302-1489  
[FDLEVECHS@fdle.state.fl.us](mailto:FDLEVECHS@fdle.state.fl.us)  
Fax: 850-488-4424

Signature of Entity Head: \_\_\_\_\_

Date: \_\_\_\_\_