

LEVEL II BACKGROUND SCREENING INSTRUCTIONS FOR SUMMER CAMP VOLUNTEERS

All summer camp employees and volunteers (including those under 18 years of age) must undergo level II background screening, including fingerprints and photo, as provided for by Florida statues. The Department of Children and Families (DCF) determines eligibility and provides a letter of clearance to us once the screening is complete.

Below are the instructions to complete level II background screening. You will be setting up and paying for your appointment online. The cost is approximately \$70. The actual fingerprinting and photo should take less than 15 minutes. Please bring photo identification when you arrive for your screening. Clearance from DCF is generally received within a week. The screening will require two numbers:

- **ORI# EDCFSC30Z** An originating agency identifier, advising that the screening is to be sent to DCF for clearance.
- **OCA# 10061770Z** A controlling agency number indentifying the subject as a COPP volunteer.

To set appointment for Level II Background check and fingerprinting please go to www.daontis.com/fl/.

The opening screen will have a menu on the right, click on register.

Daon
Trusted Identity Services

Florida

Home
Register
FAQs
About Us
Contact Us
Status
Logout

1. Program 2. Applicant 3. Alias 4. Home 5. Work 6. Biographic 7. Appointment

Select the Program for which you are being fingerprinted. The ORI list will then populate based on your selected Program choice. *Some Programs are listed twice; you may need to select both listings to find your ORI number.* Please note: we are unable to provide this information to you, as the ORI is typically specific to each individual. Please contact your requesting agency or employer if you do not know your ORI. If your ORI is not listed, please contact Customer Support at 703-797-2562.

* indicates required field

Program * Department of Child and Families (...
(Photo Enabled)
Department of Agriculture and Consumer Services (DOACS)
Department of Business and Professional Regulation (DBPR)
Department of Child and Families (DCF) - EMPLOYEES ONLY
Department of Child and Families (DCF) Photo Enabled

Click this pull-down menu and select **Department of Children and Families(DCF) Photo Enabled**

ORI * EDCFSC30Z (DCF Summer Cam...
, except for DCF. have your OCA.

The ORI# should autofill if you have selected the correct program.

Reason * Volunteer

OCA 10061770Z
Originating Agency Case number. Optional, except for DCF. Please contact your employer if you do not have your OCA.

COPEMBROKE PINES SUMMER
Typically used to identify the name of your direct employer. Optional.

Next

OCA# 10061770Z Please double check you enter correct number. We will NOT receive results if this number is incorrect.

The remaining steps are self-explanatory. However, should you have any questions, please call Cheryl Hannon at the City of Pembroke Pines Recreation & Cultural Arts Department, (954)392-2123.