



# LIVE SCAN

# Background Screening Processing

## 1 HOW DO I BEGIN LIVE SCANNING?

- To use live scanning devices you must have two specific codes:

ORI Code- Department Originating Agency Identifier Number tells FDLE the purpose of the screening.

Live scan OCA Code - Department Live scan or Electronic Originating Agency Case Number tells DCF who is requesting the screening.

- You must also have a valid e-mail account for you to receive Cleared Results.

## 2 HOW DO I GET THESE CODES?

- Contact the Department Background Screening office in your area.
- When you contact your local office they will ask you for a valid e-mail address to use to notify you of Cleared Results.

## 3 HOW DO I USE THESE CODES?

- To avoid errors in ORI and OCA routing a form has been developed to increase accurate delivery of fingerprints and the results obtained. This form will make it easy for you to provide the basic information and codes needed for your applicants and employees to present to a live scan vendor.
- This form is available for your use in the forms section of the background screening website.

## 4 WHERE CAN I FIND A LIVE SCAN VENDOR?

- You can select a live scan vendor near you using the list found on [www.dcfbackgroundscreening.com](http://www.dcfbackgroundscreening.com).
- Remember to send with your applicants and employees the necessary information including the ORI and OCA codes.

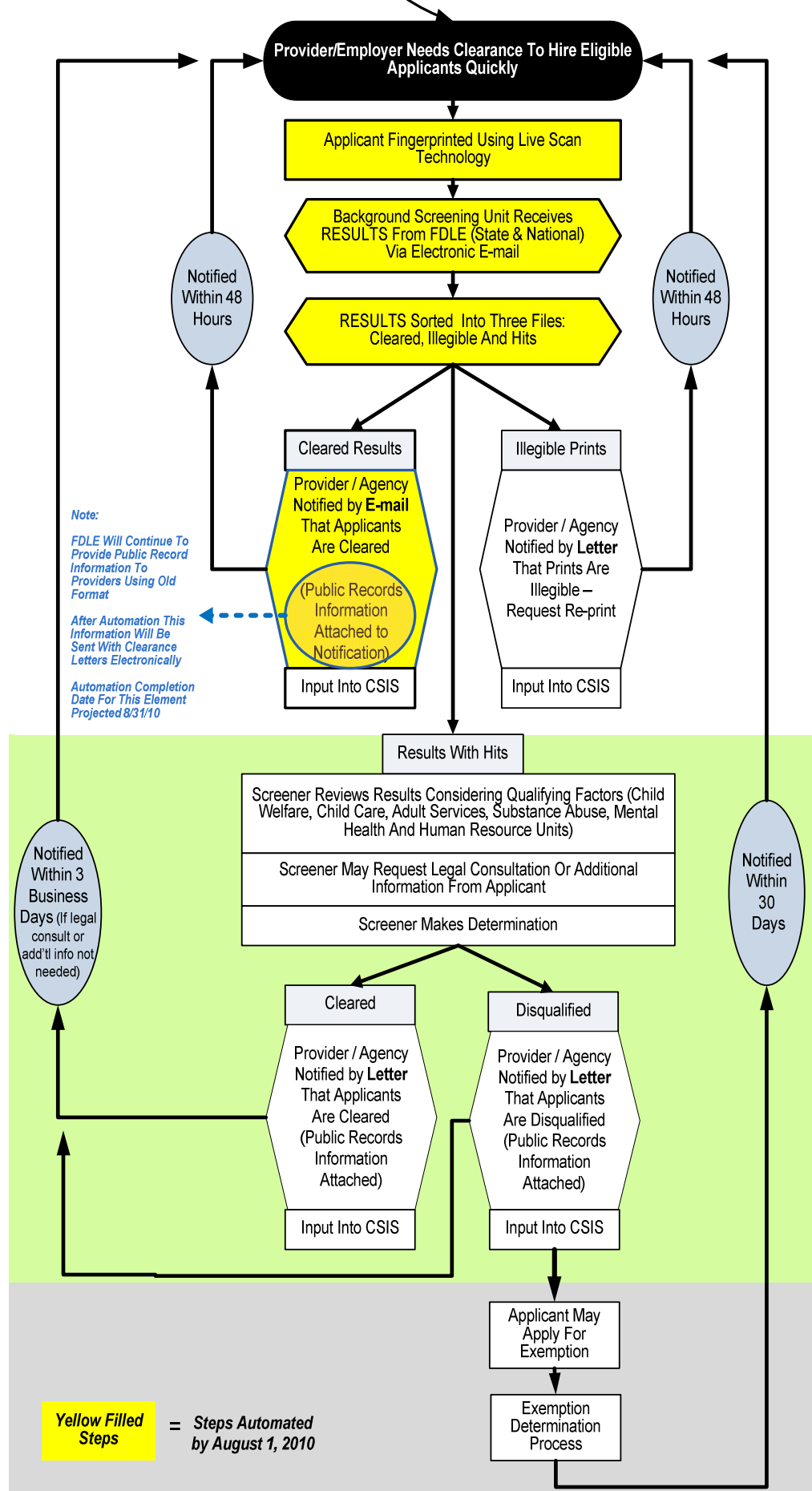
## 5 HOW & WHEN WILL I RECEIVE RESULTS?

### Cleared Results

- All Cleared Results will be sent to you through your e-mail account notifying you that the applicant is eligible to work in your program or service area.
- Providers who previously have received public records information with Cleared Results will continue to receive the information from FDLE. By the end of August **everyone** will receive through e-mail allowable public records information attached to your Cleared Results.
- You should receive an e-mail for all Cleared Results within 24-48 hours

### Other Results

- No changes have been made in how you will receive information about other results with the primary method for notification by mail.
- The Department is committed to getting all Other Results to you as quickly as possible



**Yellow Filled Steps** = Steps Automated by August 1, 2010