

# Background Check Process

The provisions of Chapter 435 Florida Statutes apply to criminal background checks when screening for access to construction sites that are managed by the State of Florida Department of Management Services (DMS). All contractors, subcontractors and their employees must have background checks in compliance with DMS policy HR-05-107. Documentation requirements must be provided to Ms. Belinda Huang (statewide) or Ms. Cindy Aaron (Tallahassee area) one week in advance for processing.

Ms. Belinda Huang Department of Management Services  
400 West Robinson Street Room N 212 Orlando, Florida  
32801  
Phone: (407) 999-5474  
Fax: (407) 999-5473  
Email: belinda.huang@dms.myflorida.com

Ms. Cindy Aaron Department of Management Services  
4050 Esplanade Way  
Tallahassee, Florida 32399-0950  
Phone: (850) 922-6337  
Fax: (850) 922-5844  
Email: cindy.aaron@dms.myflorida.com

## DOCUMENT REQUIREMENTS (Clear copies are required)

**A Current Driver's license or State Issued ID Card from the individual's state of residency is required.**

*If the license/card has been renewed and the new date is a sticker affixed to the back, a clear copy of the current date is required.*

### Social Security Card

**A Social Security Card with only the last four numbers visible is required.**

*For a lost social security card, apply to the Social Security Office for a copy. The response letter/form showing the social security number can be your documentation for the card.*

### If not a Legal U.S. Citizen

#### Green Card or Work Authorization

*If the card has been renewed and the new date is a sticker affixed to the back, a clear copy of the current date is required.*

*If the candidate has a current PERMANENT RESIDENT ALIEN card, and their Social Security Card is stamped "VALID FOR WORK ONLY WITH DHS AUTHORIZATION", they will not need the Green Card/Work Authorization Card.*

### Criminal Background Check

Criminal Background Check from Florida and from the state they are residing in, if not a Florida resident.

*If the driver's license or I.D. card was issued less than 12 months from the date of the request, proof of residency must be provided. Acceptable documentation can be: utility bills that reflect the candidates address, school records or official documentation mailed to the candidate's address. Documents must have a date that is more than one year prior to the screening process. If the candidate lives outside the State of Florida, a criminal background screening from their state of residency is required.*

## PROCESS FOR SITE ACCESS

### Obtaining a Criminal Background Check

A criminal background check in Florida must be no more than one month old and can be obtained from the Florida Department of Law Enforcement at the following web site:

<https://www2.fdle.state.fl.us/cchinet>

For criminal background checks outside the State of Florida, check with the Law Enforcement authority in that state for the individual requirements. This information varies from state to state.

### Requesting, Verification, Notification and Approval

Please allow one week for processing and handling of all requests.

All documentation provided is verified prior to approval and missing or further needed documentation will be requested.

After verification the contractor will be notified of the status of the individual.

For **Level One Security Clearance**, approvals are good for one year and will be for all DMS buildings/facilities unless otherwise noted.

For **Level Two Security Clearance**, Approvals are good for three years and will be for all DMS buildings/facilities. Please note: Level Two security clearances are done **ONLY** for persons of "special trust" and **MUST** be made through designated DMS personnel. Contact Cindy Aaron for contact information.

After approval notice has been sent contact Risa Williams in the DMS Human Resources at 850/488-4628 to arrange for an appointment to have a picture ID made. In the event that approved individual is outside of Tallahassee a computer copy of a photo may be submitted and the ID card will be mailed to the contractor.

### For Information

For other information please contact Ms. Belinda Huang at (407) 999-5474 or Ms. Cindy Aaron at (850) 922-6337.

**PLEASE NOTE: DMS cannot accept background checks performed by other agencies or entities.**