

Background Check Process

Who is required to have a background check and where the documentation is to be provided.

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. All contractors, subcontractors and their employees must have background checks. 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.



Personal Identification

- Current Florida driver's license or a current license from the state they are from.
(If the license has been renewed and the new date is a sticker affixed to the back, a copy of the current date is required.)
- In lieu of a driver's license, a Florida I.D. card is acceptable, or an I.D. card from the state they are from.

Social Security Card

Social security card with only the last four numbers visible.
(For lost social security cards apply to the Social Security Office for a copy of their card. The response letter/form received will document the replacement application and social security number.)

If Not a Legal Resident

Green Card or Work Authorization
(If the card has been renewed and the new date is a sticker affixed to the back, a copy of the current date is required.)

Criminal Background Check

State of Florida criminal background check document or equivalent from another state.
(If a driver's license is from another state or if they have lived in Florida for less than a year, a background check from their state is required.)

PROCESS FOR SITE ACCESS



Obtaining a Criminal Background Check

- A criminal background check in Florida can be obtained from the Florida Department of Law Enforcement at the following web site address.
<https://www2.fdle.state.fl.us/cchinet>
- If a Florida resident for less than a year, contact Ms. Cindy Aaron at the above address to obtain information on other state criminal background check services.

Requesting, Verification and Approval

- All requests for access to perform work in a state building should be sent to Ms. Cindy Aaron at the address above with all required documents.
- All documentation provided for each individual is verified with it's source prior to approval.
- Approval is based on statutory requirements and lasts for three year.

Notification

Notification of each individual status is provided to the vendor and is based on building-to-building specific authorization. Front desk personnel should have a list of approved individuals for sign-in.

For Information

For general information or information on other states contacts to obtain a criminal background checks, please contact Ms. Belinda Huang (407) 999-5474 or Ms. Cindy Aaron at (850) 922-6337.
(DMS does not accept background checks performed by other agencies.)