



Statutory Fingerprinting & Notary, Inc.
Inked or computerized fingerprinting
"Safety and Well-being comes first"

4121 NW 5th St., #100-Room 11
Plantation, FL 33312
Tel: 954-585-8899
Fax: 954-585-8744
Email: statfntry@aol.com
www.fingerprintingnotary.com

LICENSED, CERTIFIED & REGISTERED

Florida Statewide Inter-Local M.B.E. - BC-M.B.E./W.B.E./S.B.E.
Broward County School Board/North Broward Hospital District

FDLE Trained - FDLE & FBI Certified Equipment

STATUTORY FINGERPRINTING & NOTARY SERVICES

HAS RELOCATED TO THE ADDRESS SHOWN BELOW

EFFECTIVE MONDAY SEPTEMBER 10, 2007

**DAYS & HOURS OF OPERATION
MONDAY-FRIDAY
9:00 AM TO 5:00 PM**

NEW ADDRESS

EFFECTIVE MONDAY SEPTEMBER 10, 2007

4121 NW 5th Street, Suite 101

Plantation, Florida 33317

(954) 585-8899 - Fax (954) 585-8744

BETWEEN SUNRISE BLVD & BROWARD BLVD

On the West Side of 441/State Rd 7 on 5th Street

JUST NORTH OF PLANTATION GENERAL HOSPITAL

In the 1st 2 (two) story building behind the Texaco Gas Station

*I-95 to Broward Blvd-go West to 441/State-Road 7- turn right heading North - turn left at
the 2nd - 5th street light

Turnpike to Sunrise Blvd- go east to 441/State-Road 7- turn right heading South -turn right at
2nd light*

I-75 to 595 East to 441/State-Road 7 North - turn left at the 2nd - 5th street light

THANK YOU AND WE SINCERELY APPRECIATE YOUR BUSINESS!



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Local Municipal/Sheriff's Office Criminal History Record Check

APPLICANT – PLEASE PRINT ALL INFORMATION CLEARLY

____/____/____
 Today's Date

Broward County Sheriff's Office
 2601 West Broward Boulevard
 Ft. Lauderdale, Florida 33311
 Phone: 954/ 831-8900
 Attn: Records/Administration

Dear Sheriff:

Pursuant to Chapter 435, F.S., as a licensed **not for profit** facility by the Department of Children Services, we are required to undergo local criminal background check on all of our staff.

Please document the findings on this applicant and return the information to our address listed below.

 (LAST NAME) (FIRST NAME) (MIDDLE NAME)

 (Date of Birth) (Social Security Number) (Race) (Sex)
 Optional

Facility/Agency Name: Women in Distress

Facility/Agency Address: PO Box 676 Fort Lauderdale FL 33302

***NOTE:** If the information on this form is not legible, it will be returned unprocessed to your employer by the sheriff's office. This information is mailed to the Sheriff's office by SFN as a courtesy to our providers. Once this information is received by the sheriff's office, we have no control on the length of time it takes the sheriff's office to process and mail the results to your employer. Therefore, we are asking that you do not hold our office responsible for not receiving the results in a timely manner. This information can be obtained immediately by going directly to the sheriff's office.



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LIVE SCAN ELECTRONIC SUBMISSION & COMPUTERIZED FINGERPRINTING FORM

DCF>APD>SAMH>VECHS>OTHER> MOBILE> D9> D10> D11> D15> SAVED> LOCKED> QUEUED> (TRANSMITTED) _____

- 1) TODAY'S DATE: _____
- 2) **Payment Type:**-(Prepaid -Master Card) (Visa) (Bus. Check) (US Postal M/O- US Cashier's Check) (Invoice) (P/O)
- 3) NAME: _____ **ALIASES/AKA:** _____
- 4) SS#: _____ D.O.B: ____/____/____ Phone #: (____) _____
(Social is optional for VECHS providers only-DCF/APD/ SAMH providers MUST complete)
- 5) PLACE OF BIRTH (State in USA or other Country) _____ COUNTRY OF CITIZENSHIP: _____
- 6) Home Address: _____ City: _____ State: _____ Zip: _____
- 7) LIST COMPANY/SCHOOL SENT YOU TO BE FINGERPRINTED: _____
- 8) LIST COMPANY/SCHOOL ADDRESS: _____
- _____ (9) LIST COMPANY/SCHOOL PHONE # (____) _____
- 10) **Circle One:** Male /Female- **RACE:** (Black) (American Indian/Alaskan Native) (Asian/Oriental) (White) (Black Hisp.) (White Hisp)
- 11) EYE COLOR: _____ HAIR COLOR: _____ HEIGHT: _____ WEIGHT: _____

Note: Live Scan average response time is 24-72 hours- Sat, Sun, Holidays & the day you are fingerprinted are not included. Your payment MUST clear your financial institution prior to submission of your fingerprints to FDLE. (We have been experiencing unpleasant situation with fee payments) There will be a \$35.00 NSF fee for any return items from your financial institution. Please be reminded that, FDLE keeps your fingerprinting information for ONLY 6 months (180 days), and so do we here at SF&N. If your employer does not receive the results from FDLE within 1 month, your employer must contact FDLE at 1-850/410-8161 Live Scan Section. Also, if you are background screened for DCF/APD/SAMH - DCF takes 10-14 business days to mail out the FBI clearance letter(s) to your employer. You or your employer may contact the DCF office in your jurisdiction regarding FBI clearance letter(s). VECHS providers are responsible for keeping the original completed VECHS Waiver Form in each employee's file. By signing this form, you are giving SFN authorization to submit your fingerprints and demographic information to FDLE to conduct a criminal background check on you, and sworn that the information given above is true and correct to the best of your knowledge. SF&N, Inc. management and staff thank you sincerely for your business.:

12) YOUR SIGNATURE: _____

FOR OFFICE USE ONLY- PLEASE DO NOT WRITE BELOW THIS LINE

Date: ____/____/____
 Agency Name: _____ OCA, VECHS or ORI#: _____
 ID: _____ ID # _____ Exp. ____/____/____ TCN# 70C11 _____
 Owner/Oper/Dir -Employee-Volunteer-Student - FDC-household member -Sub. APD Provider, Other - SFN Tech _____

ILLEGIBLE PRINTS INFORMATION FOR RESUBMISSION

2nd Set of Fingerprints Taken On: ____/____/____ Transmitted on ____/____/____ SFN Tech _____
 TCR # _____ TCN# 70C11 _____

Peace - Honesty - Respect



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December 3, 2007

Dear Valued Customers,

Effective January 1, 2008, our method of payment will be changed to the following:

Master Card and Visa - Cardholder **MUST** be present with a picture ID to sign or a notarized statement and a copy of the cardholder's driver license **must** be sent with the individual using the credit card giving authorization to use the credit card (NO EXCEPTIONS)

US Postal Service Money Order (Payable to Statutory Fingerprinting & Notary)

Cashier's Check from a US bank (Payable to Statutory Fingerprinting & Notary)

US Business Check (Payable to Statutory Fingerprinting & Notary)

No Cash or Personal Checks will be accepted

All persons being fingerprinted **MUST** have a **VALID** picture government issued ID as follows (NO EXCEPTIONS):

Driver's License
Identification card (issued by the Department of Motor Vehicles)
Passport
Military ID
Resident Alien Card

Also, effective January 1, 2008, we will be operating by appointments only, Monday through Friday, for our **satellite locations only**. We realize that, with the services we provide, appointments are the most efficient way to serve our customers. In the event a scheduled appointment cannot be kept, we are requiring notification within 24 hours as a courtesy. No appointment will be necessary for our main office located in Broward County. Your facility/ agency/ school/ etc, OCA and/or VECHS number **MUST** be registered for live scan prior to sending your employees to be live scan fingerprinted. The live scan registration confirmation **MUST** be sent to our office in order for us to process your request.

VECHS providers are required to keep their employees original completed VECHS waiver form, and is also responsible to fax a copy of said VECHS Waiver to FDLE. If you would like, we can fax it for you for an additional \$1.00 per person.

Enclosed are a few VECHS Waiver forms. Employees who need to be live scanned fingerprinted, should complete this form. After this form is completed (in blue ink if possible, easier to identify original from copy), please keep the original for your record, and give a copy to the employee to bring to our office for fingerprinting.

Thank you for your understanding, and we look forward to continue serving you.

Very truly yours,
Marcia Bent,
Managing Director

Peace -- Honesty - Respect