



Contractors Certification Division
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Background Fingerprint Service Providers

Effective 10/1/2015, the Construction Industry Licensing Board (CILB) implemented a new ruling to perform livescan fingerprints during the application and/or renewal of a county license. You must obtain fingerprints to comply with the application requiring a criminal background check for all applicants.

Below is the Florida Department of Law Enforcement (FDLE) website, which you may use to locate a livescan fingerprinting provider:

http://www.fdle.state.fl.us/Criminal-History-Records/Documents/InternetDoc_ServiceProviders_June.aspx

The approved Livescan Providers link is maintained by the Florida Department of Law Enforcement (FDLE). <http://www.fdle.state.fl.us/Criminal-History-Records/Registered-LiveScan-Submitters>

- You may also check with your local law enforcement agencies, such as police departments and sheriff's offices to see if they provide livescan fingerprinting.
- The Palm Beach County Identifier (ORI Number) is **FL750157Z**. This number must be given to the fingerprinting provider in order for Contractors Certification to receive the results. Confirm with the Provider, *prior to selection*, that they can process your fingerprints using our ORI number.
- Contractors Certification must receive the fingerprint results prior to application review. *Please feel free to provide a copy of this document to the Fingerprint Provider.*

CILB Rule #7 Criminal Record:

- (A.) Criminal Background Checks: are to demonstrate that the applicant is of good moral character and is fit for licensure, the applicant must submit to a Level 2 criminal background check conducted by the Florida Department of Law Enforcement and the Federal Bureau of Investigation. The cost of the criminal background check is to be covered by the applicant.

If the applicant is found to have a criminal background, the Board may deny issuance of a certificate of competency based upon:

- (1.) the relationship of the crime to contracting;
- (2.) the severity of the crime; or
- (3.) the potential for public harm.

However, the Board may consider as mitigating factors:

- (1.) the length of time since the commission of the crime; and
- (2.) evidence of rehabilitation of the applicant.

The Board may not deny licensure to an applicant based solely upon a conviction or the applicant's failure to provide proof of restoration of civil rights. **In determining the issuance of a re-certification, the Board may require the licensed contractor to submit to a criminal background check.**