



Procedure for LEVEL II CLEARANCE BADGE RENEWAL-Charlotte County

- 1. Contractor's Company emails, faxes, or sends letter on company paper (letterhead) with a list of their employees' names. The letter needs to state that people on the list are employed by you. (email: martha_jackson@ccps.k12.fl.us fax: 941-255-7569).***
- 2. Martha will verify the employees prints are still in the state shared data base. Those printed before July 2007 must be reprinted.***
- 3. If the prints are still valid, Martha will contact you so your employee can complete the LEVEL II CLEARANCE Contracted Service form.***
- 4. For the contractors' employees who are renewing their badges:***
 - a. A company representative may make an appointment to bring the clearance forms and payment and wait to pick up the new badges, or***
 - b. The clearance forms and payment can be submitted to Martha and she will call the company representative when the badges are ready for pick up.***
- 5. Payment for the badges are due when the Level II Clearance forms are brought to Human Resources. Fee (\$20) is payable by cash or money order only, payable to CCPS. Receipt is given at the time the money is collected. Please do not fax the clearance form.***
- 6. Designated person from vendor comes to HR-picks up badges and signs for them.***
- 7. If your employee's prints have been purged from the state's data base, the employee must be refingerprinted, using the same process that was used with your new employees.***

If you have further questions please contact Martha Jackson at (941)255-0808, ext. 3002.