

**City of Pembroke Pines Recreation & Cultural Arts Department**  
**601 City Center Way ~ Pembroke Pines, Florida 33025**  
**(954)392-2130**

On November 11, 2015, the City Commission passed Ordinance 2015-27. The ordinance requires a Level II background check for all volunteers, coaches, and employees who have access to youth, seniors and other vulnerable populations in all city-operated or city-supervised programs. All coaches and parent volunteers will be required to complete a level II background check through the City's Police Department. The City employs a Livescan device, which enables us to capture fingerprints digitally and transmit the prints to the Florida Department of Law Enforcement using VECHS (Volunteer & Employee Criminal History System). FDLE, with the assistance of the FBI, will determine the subject's criminal history in state and national databases, as well as notifications of warrants or domestic violence injunctions the subject may have.

To begin the process please complete the information below as well as the attached VECHS Waiver Agreement and Statement. You will be required to bring these documents, as well as **government issued photo identification** with you when you attend your Livescan appointment. **You must keep your TCN number and pay online to complete the procedure.**

<b>LAST NAME: Last Name All CAPS</b>																				

<b>FIRST NAME: First Name All CAPS</b>																				

<b>MIDDLE NAME or MIDDLE INITIAL: All CAPS</b>																				

<b>D.O.B.</b>	MONTH	DAY	YEAR	<b>GENDER CHECK ONE:</b>	Male	Female	<b>RACE: CHECK ONE:</b>	White	Black	Hisp.	Asian	Other
<b>HEIGHT:</b>		<b>WEIGHT:</b>		<b>HAIR COLOR:</b>			<b>EYE COLOR:</b>					
<b>HOME ADDRESS:</b>												
<b>HOME TELEPHONE NUMBER:</b>						<b>CELL PHONE NUMBER:</b>						
<b>EMAIL ADDRESS:</b>												

<b>OPTIMIST/ORGANIZATION NAME (CIRCLE ONE): ALL CHECKS ARE THROUGH CAPS PROGRAM</b>		
PASADENA WALNUT LAKES OPTIMIST (PWCO)	PEMBROKE PINES GIRLS SOFTBALL (FLETCHER/PPGS)	
WEST PEMBROKE PINES OPTIMIST (WPPO)	PEMBROKE PINES OPTIMIST (PPO)	PEMBROKE LAKES OPTIMIST (PLO)
WEST PINES UNITED (WPU)		
OTHER: _____		
<b>SPORT (I.E. Football, Soccer, ETC.)</b>	<b>AGE GROUP (I.E. U-5, U-12, ETC.)</b>	<b>CIRCLE ONE:</b> BOYS      GIRLS      N/A
<b>FOR OFFICIAL USE ONLY:</b> Prints taken by:	Date: Location:	T.C.N. 70LX06__000000-__-__-__