

## Background Screening Process for New Applicants for Mediator Certification Effective April 1, 2018

### **Currently certified mediators need not complete the requirements below.**

The Rules for Certified and Court-Appointed Mediators require mediators to have good moral character. Toward that goal, all initial applicants for mediator certification are required to complete a criminal background check conducted by the Florida Department of Law Enforcement. This is to be accomplished electronically at the applicant's expense.

- Applicants are required to go to a Livescan Service Provider to be fingerprinted. The list of providers throughout the state is found at <http://www.fdle.state.fl.us/Criminal-History-Records/Documents/ApplicantLivescanService-ProvidersVendors.aspx>. Providers charge a variety of prices, applicants may want to contact more than one vendor to obtain the lowest price.
  - The applicant should provide the Florida Dispute Resolution Center's (DRC) Originating Agency Identification (ORI) number, **FL737127Z** (The last letter is Z as in zoo.), to the Livescan Service Provider so that the background screening results are sent directly from FDLE to the DRC.
  - The cost of the background check is approximately \$50 to \$75 per person, which includes the FDLE fee of \$24 and the cost charged by the Livescan provider to perform the fingerprinting. The cost varies depending on the Livescan provider.
- The DRC will receive the background check results from FDLE within 3 days.
- Mediator certification applications will not be considered complete and processed until the results of the background screening have been received by the DRC.
- Applicants may submit their fingerprints no more than 3 months prior to the application being submitted for certification. Failure to submit your application within 3 months of the submission of your fingerprints will cause the applicant to be subject to another background screening at his or her expense at the time of application.
- If an applicant obtains mediator certification on or after April 1, 2018, and applies for another type of mediator certification within two years of the initial certification date, additional background screenings will not be required for the additional certifications.