

Background Screening Process for Mediator Certification  
Effective April 1, 2018

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The Rules for Certified and Court-Appointed Mediators require mediators to have good moral character. All applicants for mediator certification and certified mediators adding additional areas of certification are required to complete a criminal background check conducted by the Florida Department of Law Enforcement. Mediators seeking renewal are not required to complete this requirement. The criminal background check is to be accomplished electronically at the applicant's expense.

- Mediators 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.
  - The mediator 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 Livescan Service Provider must use the Civil Workflow Control System in order to have the DRC ORI number accepted. The SHIELD system will not accept the DRC ORI number.
  - The cost of the background check varies depending on the Livescan provider and can be from approximately \$50 to \$75, which includes the FDLE fee of \$24.
- The DRC will receive the background results from FDLE within 3 to 7 days.
- Mediator certification applications will not be considered complete and processed until the results of the background screening have been received by the DRC.
- Mediators must 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 mediator to be subject to another background screening at his or her expense.
- If a mediator obtains mediator certification on or after April 1, 2018, and applies for another type of mediator certification within two years, additional background screenings will not be required for the additional certifications.