

Background Screening Process for Mediator Certification Beginning April 1, 2018

The Rules for Certified and Court-Appointed Mediators require mediators to have good moral character. Toward that goal, all new mediator certification applicants and applicants for additional types of certification are required to complete a criminal background screening conducted by the Florida Department of Law Enforcement. The criminal background screening is 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 located at: <http://www.fdle.state.fl.us/Criminal-History-Records/Documents/ApplicantLivescanService-ProvidersVendors.aspx>
 - The applicant must 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 varies depending on the Livescan provider.
- The DRC will receive the background check results from FDLE within three to five days.
- Mediator certification applications will not be processed until the results of the background screening have been received by the DRC.
- All applicants must submit their mediator certification application within three months of being fingerprinted. Failure to do so will result in having to be re-fingerprinted at the applicant's expense.

DO NOT MAIL YOUR FINGERPRINT CARD TO THE DRC. THE CARD CONTAINS SENSITIVE INFORMATION REGARDING YOUR IDENTITY THAT SHOULD NOT BE SHARED WITH THE DRC.