

August 17, 2006
August 25, 2008 (updated)
July 8, 2009 (updated)

To all Vendors and Contractors with the Collier County School Board:

The purpose of this letter is to inform you of changes in the way that fingerprints will be obtained for those Contractors, Employees, Subcontractors or Agents who are subject to the Jessica Lunsford Act FS§1012.465. As of August 28, 2006 we will no longer be taking the Jessica Lunsford Act fingerprints at the Administrative Center location. Instead, fingerprints will be obtained using the services of an independent vendor. In addition to that, there will also be changes in the process for payment of and making fingerprint appointments. All of these changes will also be described below.

Prepayment and Registration: You are required to visit the following website <http://collier.sofn.net>. Once there, search for your vendor name. If you are unable to locate your company, please proceed to <http://colvendor.sofn.net> to create a vendor number. Once the vendor number has been created, please return to the first site to continue the process.

Personal information will be required for registration. The last part of the online registration process will confirm payment and issue a barcode by email that should be printed and taken to the fingerprinting center. When the barcode is in hand, the applicant should telephone the fingerprinting center to make an appointment. A Government Issued ID is required at the fingerprinting center. Without the prepayment, barcode, and Government Issued ID, the program for taking the fingerprints will not allow the prints to be taken. The fingerprinting centers are:

The UPS Store
South Naples
4915 Rattlesnake Hammock Rd.
Naples, FL
(239) 354-3500
(MUST CALL AHEAD)

The Shipping Station (Appt Req M-Sat) -
Naples
4755 Tamiami Trail N Naples, FL
Naples, FL 34103
(239)261-6719
(Appt. Req M-Sat)

Pac n Send
Ft. Myers
8595 College Pkwy
Ft. Myers, FL 33919
(239)433-0747
(M-F 9am-5pm)

Please note again: Walk ins without prepayment and registration cannot be served. No fingerprints can be taken without prepayment and registration.

Also note that other Florida locations are listed on the web link. If you are located out of the Collier/Lee County area there may be closer fingerprinting centers to your location.

Otherwise, arrangements remain the same. The cost for the fingerprints is current \$100.25/person and includes the cost of the Identification Badge. The price is subject to change, please check Priderock Holdings website for the applicable amount. Photos will be taken at the fingerprinting center. Identification Badges are still required and can be obtained at the District Administrative Center located at 5775 Osceola Trail, Naples Florida after the fingerprint report has been received and the employee is cleared. Applicants are not required to appear at the Administrative Center to pick up their ID badge. One company representative can appear to receive all the current badges for each employer.

Thank you for your attention to this matter. If you have any questions you may contact Claudia Nelson (239) 377-0403.

Sincerely,
Chrystal Holaway
Human Resource Generalist