# Background Screening Clearinghouse Retained Prints Renewal Process

November 14, 2017

All Area Agencies on Aging (AAA), Providers, and Background Screening Users

**Re: Background Screening Clearinghouse Retained Prints Renewal Process**

Dear AAAs/Providers:

Per Florida statute, retained fingerprints must be renewed every five years in order to maintain eligibility for employment.  To maintain the retention of fingerprints within the Clearinghouse the employer must request a Clearinghouse Renewal through the Clearinghouse Results Website (CRW) prior to the retained prints expiration date.  By initiating a Clearinghouse Renewal through the CRW, the current fingerprints retained on file at the Florida Department of Law Enforcement (FDLE) will be resent to the FBI allowing for an updated criminal history to be processed by the Clearinghouse.  If the employer does not initiate a Clearinghouse Renewal an employee's prints will no longer be retained, the employee's eligibility determination will expire, and the employee will have to be re-fingerprinted at a Livescan Service Provider at an increased cost to comply with background screening requirements.

The ability to initiate a Clearinghouse Renewal is between 60 and 14 days before the Retained Prints Expiration Date is reached. If the Clearinghouse Renewal is not initiated before the 14th day, the window closes and a new screening will need to be initiated.

Employers will receive notification of upcoming expiring retained prints for those employees listed on the Employee/Contractor Roster.

**Please visit our [Clearinghouse Renewals webpage](#) for additional information, instructional video and guide, and FAQs.**

If you have any further questions after visiting the website, please contact the Background Screening Unit at 850-414-2093 or email doeanetwork@elderaffairs.org.

Sincerely,

Valerie Brinkley, Background Screening Coordinator
Division of Statewide Community Base Services

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