

**Al-Anon Member in Alateen Service  
(AMIAS)  
Process for Background Checks**

**NFA AFG, Inc. is the certified agency responsible for creating safe and secure procedures for obtaining background checks according to the group conscience of Area 9 - Florida North. NFA AFG, Inc. has chosen the Florida Department of Law Enforcement (FDLE) and their Volunteer and Employee Criminal History Search (VECHS) process which is outlined below.**

Our organization's identity code in VECHS: **V37040074**

This Identity Code is the key that routes the results of the Background Check to the Area Alateen Process Person (AAPP)

Area 9 has an account with Fieldprint Florida and this is the process:

1. Open the website [www.fieldprintflorida.com](http://www.fieldprintflorida.com) and click the "Schedule an Appointment" button.
2. Enter your email address under "New Users/Sign Up" and click Sign Up. Follow instructions for creating a Password and then continue.
3. Select "I know my Fieldprint Code" and enter: FPAssemblyVOL120
4. Continue filling out your information and choose the location that works for you. These pages are data collection for the background check.
5. When you get to the page for who "asks" for the Background Checks, use this information:

NFA AFG, Inc.  
4446-1A Hendricks Avenue Suite 142  
Jacksonville, FL 32207  
850-556-9858

6. At the end of the process, print the Confirmation Page.
7. Take the confirmation page with you to your Fieldprint Florida appointment, along with two forms of ID. One form must be a valid, government issued photo ID, such as a driver's license.
8. You will need to pay whatever the costs are, then ask your District for reimbursement.

Once the fingerprints are received, the FDLE will run the background check and return the results to the AAPP. When the Background Check is passed, the AAPP will file the AMIAS Certification with WSO.

Share your receipt with your District Treasurer who will reimburse you. The District Treasurer will then submit an invoice to the Area Treasurer for reimbursement of the cost.

**Please contact the Area Alateen Process Person (AAPP) with any questions.**

**Cindy J. AAPP-61@AFGArea9.org**