

Please do not schedule a fingerprint appointment on the same day you register and submit payment. Appointments should be scheduled at least 24 business hours from the time you register. Thank you!

## APPLICANT BACKGROUND CHECK INSTRUCTIONS

You received this form because you are required to complete a fingerprint-based, criminal history background check. Follow the instructions below so your company can process your request. After making an appointment, but before fingerprinting, your company must confirm your authorization to proceed. Until that is completed you cannot fingerprint.

Provider Name and License Number	Provider Number
KES Substitutes	STKSKS

### Instructions

- Go to this Orange County Public Schools website:**  
<https://fms.ocps.net/Applicant>
- Create an Account** If you have not created an account before:
  - Click “Register as a new user.”
  - Enter your account information. Click “Register.”
  - Check your email for the temporary password.
  - If you get a message your SSN is on file, simply select LOG IN instead of Register as a New User
- Login**  
Your username is your email address. A temporary password was sent to the email account you used to register. When you login, you will be prompted to change your password and choose a security question.
- Enter Application Information**
  - Click “Create Application” on the home screen
  - Enter **STKSKS** in the provider number field. Click Search. If the correct provider is displayed, click “Continue Application.” If an incorrect provider is displayed, contact the provider that gave you this form.
  - Enter your demographic information. Click “Next” after you have completed all required fields on each screen.
  - On the Payment Information screen click “Pay Now.” After clicking “Complete Payment” a new tab with the SchoolPay will open.
- If the application tells you that you are ineligible**  
At some point prior, the district disqualified you. Call 407-317-3200 and ask for Fingerprint Services. The team will research your situation.

### Frequently Asked Questions

#### How can I pay?

Payment is made electronically while enrolling at <https://fms.ocps.net/Applicant>

#### Will I be notified when I can be fingerprinted and photographed?

Yes. Step 2 of this process is that your company alerts you after you register. **You cannot be fingerprinted and photographed until your company electronically notifies you to continue.**

#### What happens next?

- Go to your appointment to be fingerprinted and/or photographed.
  - Located at 6501 Magic Way, Orlando, FL 32809
- A Florida Department of Law Enforcement and FBI criminal background check will occur using your fingerprints.
- When OCPS receives your fingerprint report it will determine your eligibility.

#### Where do I find more information?

Visit <https://mybadge.ocps.net>

#### What if I have questions?

- Call **407-317-3200** if you haven't heard anything.
- If you are notified you are not clear, contact OCPS at 407-317-3200, ask for Fingerprint Services.