



PUTTING
THE 'A'
BACK IN



Construction Contractor Badge Process

Bay District Schools

To comply with the Jessica Lunsford Act and ensure the safety of all students and staff, Bay District Schools requires all contractors to complete a Level 2 background screening and badging process before being permitted to work on any campus. Below is a step-by-step checklist and process guide for obtaining a contractor badge. **This includes exceptions for contractors who already possess a valid statewide contractor badge under Florida law.**



Hours of Operation & Contact Information

- Fingerprinting & Badge Issuance Hours:
 - Monday – Friday (During School Year): 8:00 a.m. – 4:00 p.m.
 - Monday – Thursday (During the Summer)
 - Please arrive no later than 3:30 p.m. for fingerprinting
- Main Line: 850-767-4127
- 520 School Ave., Panama City, FL. 32401
- For more information: <https://bay.k12.fl.us/safety-security>



Already Have a State-Issued Contractor Badge?

Per the Jessica Lunsford Act, contractors who already hold a valid statewide badge issued through the Florida Department of Law Enforcement and listed in the state's shared clearinghouse do not need to duplicate the screening process at the local level.

However, you must still provide documentation and coordinate with the BDS Police Department to confirm your eligibility and receive local access permissions. Documentation must include:

- Proof of current badge issued under state guidelines
- Matching identification with name and SSN/TIN
- Agency or employer verification

✓ Step-by-Step Checklist for Contractors Needing a Badge

- Arrive at the Fingerprinting Office located at the Police Training Center, before 3:30 p.m., with the following:
 - Valid government-issued photo ID
 - Social Security Number or TIN
 - Payment (credit card, check, or money order — no cash accepted)
- Complete the General Fingerprint Application and pay the \$85 fingerprinting fee.
- Wait for eligibility determination from the AHCA Screening Department. BDS does not make eligibility determinations.
- If eligible, report to the BDS Police Department for a contractor badge.
- Contractors must visibly wear the badge at all times while on school grounds and present it upon request.

⚠ What If I'm Disqualified or Believe There's an Error?

Eligibility decisions are made by the AHCA Screening Department based on the Level 2 background screening. If you believe an error has occurred, contact Clearinghouse Support:

✉ DOEBGS@AHCA.MyFlorida.com | 📞 (850) 412-4700

To appeal, contact Assistant Chief Steve Thomas at 850-767-4348 to schedule a meeting.

Governing Florida Statute

1012.465 Background screening requirements for certain noninstructional school district employees, contractors, and volunteer school chaplains.—

(1) Except as provided in s. [1012.467](#) or s. [1012.468](#), noninstructional school district employees, contractual personnel, or volunteer school chaplains who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet the screening requirements of s. [1012.32](#). Contractual personnel shall include any vendor, individual, or entity under contract with a school or the school board.

(2) The cost of the state and federal criminal history check required by level 2 screening may be borne by the district school board, the contractor, or the person fingerprinted. Under penalty of perjury, each person who is employed or under contract in a capacity described in subsection (1) must agree to inform his or her employer or the party with whom he or she is under contract within 48 hours if convicted of any disqualifying offense while he or she is employed or under contract in that capacity.

(3) If it is found that a person who is employed or under contract in a capacity described in subsection (1) does not meet the screening requirements, the person shall be immediately suspended from working in that capacity and shall remain suspended until final resolution of any appeals.