TARA S. GREEN, CLAY COUNTY CLERK OF COURT AND COMPTROLLER
825 N Orange Ave, PO Box 698, Green Cove Springs, FL 32043 / (904) 269-6302 / info@clayclerk.com / clayclerk.com

Guardianship Screening Instructions

You have recently filed a petition in a guardianship case.

Pursuant to Florida Statutes §744.3135 in order to be appointed as a guardian with fiduciary responsibility to a ward, you are required to submit a credit history report and undergo a level 2 background screening at your own expense.

Credit History

A Credit History report can be obtained at https://www.annualcreditreport.com/index.action. This report should be filed within the guardianship case through the Florida e-Portal (https://www.myflcourtaccess.com/default.aspx).

Background Screening

If you are a proposed guardian who lives outside of Clay County or in a different state, please see the Fingerprint & Background Check for Out of State Guardian Applicants linked on our website.

Fingerprints

The Clay County Sheriff's Office (CCSO) currently offers fingerprint services needed to complete a level 2 background check. Fingerprints are by appointment only and can be made by calling (904) 529-5904. There is a $5.00 fee for the fingerprint services (subject to change at any time). **Please provide CCSO the following ORI #: FL010023Z.**

Background Check

Once the fingerprints are complete and you have received the TCN number provided by CCSO, go to https://www.fdle.state.fl.us/caps (*Florida Department of Law Enforcement Civil Applicant Payment System (CAPS)*) to complete the registration and payment. The TCN provided is individual to you. **Please retain the receipt to be filed in your case.**

The current fee for the background check is $37.25 (subject to change at any time). FDLE will send the report to the Clay County Clerk of Court and Comptroller's Office within 48-72 hours.

***NOTE – If FDLE does not receive payment, background checks will not be submitted to Clerk of Court and Comptroller's Guardianship Division.**

TARA S. GREEN, CLAY COUNTY CLERK OF COURT AND COMPTROLLER
825 N Orange Ave, PO Box 698, Green Cove Springs, FL 32043 / (904) 269-6302 / info@clayclerk.com / clayclerk.com

EXHIBIT A
GUARDIANSHIP BACKGROUND CHECK (Florida Statutes §744.3135)

FINGERPRINT DATA SHEET

NAME: **DATE:**

CLAY COUNTY SHERIFF'S OFFICE (CCSO):

901 N. Orange Avenue
Green Cove Springs, FL 32043

For information call (904) 529-6090
To schedule an appointment for fingerprinting call (904) 529-5904

GIVE THE ORI NUMBER BELOW TO THE CCSO STAFF
(This ORI number is used for Guardianship cases only)

ORI: FL010023Z

The fingerprints are for the Clay County Clerk of Court and Comptroller.

When your fingerprints are done, please, write down the transaction control number (TCN) number below for the proposed guardian (appointed guardian) to use on the FDLE website.

TCN: