



**Office of Nikki Alvarez-Sowles, Esq.
Pasco County Clerk & Comptroller**

**Electronic Fingerprinting Process For Appointment of Guardian
Professional and Nonprofessional Guardian**

General Process

According to Chapter 744.3135 of the Florida Statutes, a guardian must have fingerprints taken electronically by an authorized agency, such as the Pasco County Tax Collector, or an approved private agency/provider prior to appointment as a guardian. The fingerprints are submitted to the Florida Department of Law Enforcement (FDLE) for a state criminal history records check and the Federal Bureau of Investigation (FBI) for a national criminal history records check. The results are submitted by the FDLE to the Clerk & Comptroller's Office. The court uses the results to review the information filed by the proposed guardian to evaluate whether to appoint the petitioner as a guardian.

Please note: The Court requires "all" guardians to undergo a criminal background check including the non-professional guardians.

Petitioners Instructions

Visit one of the approved providers listed below to be electronically fingerprinted. You are required to provide the Pasco County Origination Agency Identification Numbers (ORI) below to the agency/provider:

Nonprofessional ORI Number: **FL051014Z**
Professional Guardian ORI Number: **FL051013Z**

You will be given a "TCN #" and web site address by the agency/provider:
<http://www.fdle.state.fl.us/cms/home.aspx>. Within 24 hours, visit the web site address and enter your "TCN #" and your name as it is typed into the system to make payment by credit card.

The results will be transmitted to the Clerk & Comptroller's Office, and the report will be sent to the court for further action if applicable.

Livescan Fingerprint Services Approved Providers

Tax Collector, Pasco County:

Gulf Harbors Office (4720 U.S. Highway 19, New Port Richey 34652);

Wesley Chapel Office (4610 Pet Lane, C 101 Lutz, FL 33559).

Fingerprints services for: professional certification, employment requirements, background checks for volunteer work, records of personal identification or any other reason to have their fingerprints taken quickly and efficiently.

Call for further information:
(813) 235-6076
(727)-847-8032
(352)521-4338
Monday - Friday
8:30 a.m. – 5:00 p.m.

Authorized service agencies/providers to take fingerprints are also provided on the FDLE Website for a fee:

<http://www.fdle.state.fl.us/cms/Criminal-History-Records/Documents/ApplicationLivescanService-ProvidersVendors.aspx>

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