



Clearinghouse Results Website Explanation of Results

Screening Options

- **Initiate New Screening** – To initiate a new screening and set up a Livescan electronic fingerprinting appointment for an applicant please select the option to 'Initiate a New Screening'.
- **Initiate Resubmission** – The retention of fingerprints provides a cost savings for applicants that have had a lapse in employment greater than 90 days. If there has been a 90 day lapse in employment, these applicants would only require a new national criminal history check, or resubmission. To request a resubmission of an applicant's retained prints please select the option to 'Initiate Resubmission'. A new state criminal history search will also be conducted at no additional charge.
- **Initiate Agency Review** – If an individual has been screened by another specified agency and entered into the Clearinghouse, an employer must request an agency review. There is no charge for an agency review request. To request an agency review for an applicant, please select the option 'Initiate Agency Review'.

Clearinghouse Statuses

- **Retained Prints Expiration Date** – Indicates the expiration date of an applicant's retained fingerprints. Applicants screened under a non-retained prints ORI will display with the status 'Prints Not Retained'. This does NOT affect the applicant's eligibility determination.
- **Clearinghouse Screening Available** – Indicates the Clearinghouse status of an applicant's screening. To be entered into the Clearinghouse an applicant must have retained fingerprints, a photograph taken at the time of fingerprinting, and a signed privacy policy. This status does NOT affect the applicant's final determination.

Screening Statuses

- **Awaiting Fingerprints** – An appointment has been made for an individual to have their fingerprints electronically scanned and submitted to FDLE.
- **Fingerprints Sent to FDLE** – Fingerprints have been electronically submitted to FDLE by the Livescan service provider.
- **Screening in Process** – A screening has been received and is awaiting final determination.
- **Results Received from FDLE** – A screening has been received from FDLE and is awaiting processing.
- **Fingerprints Rejected 1st – TCR#** - The submitted electronic fingerprints were rejected by the FBI. A rejection email notification that includes a TCR# will be sent to the requesting provider. The individual must return to the Livescan service provider with the TCR# within 21 days from notification to submit a second set of prints with a new photograph. There is no screening fee for the second submission however the service provider may charge a processing fee.

- **Fingerprints Rejected Scan Error – TCR#** - The submitted electronic fingerprints were rejected by the FBI due to a scan error. A rejection email notification that includes a TCR# will be sent to the requesting provider. The individual must return to the Livescan service provider with the TCR# within 21 days from notification to submit a second set of prints with a new photograph. There is no screening fee for the second submission however the service provider may charge a processing fee.
- **Fingerprints Rejected 2nd – NCO Requested** – The electronic prints were rejected for a second time for low quality by the FBI. A demographic search, or Name Check Only (NCO), will automatically be requested from the FBI and a final result will be posted on the Clearinghouse results website. This process may take approximately 4 – 6 weeks to receive a response from the FBI.
- **Resubmitted Prints Rejected 1st – Resubmission Requested** – The requested resubmission was rejected by the FBI. A second resubmission will be requested from FDLE at no additional charge.
- **Resubmitted Prints Rejected 2nd –NCO Requested** – The requested resubmission was rejected by the FBI for a second time. A demographic search, or Name Check Only (NCO), will automatically be requested from the FBI and a final result will be posted on the Clearinghouse results website. This process may take approximately 4 – 6 weeks to receive a response from the FBI.
- **Agency Review in Process** – An agency review request has been submitted to obtain an eligibility determination.
- **Determination Made** – A final eligibility determination has been made for this screening request.

Eligibility Determinations

- **Awaiting Privacy Policy** – The applicant has retained prints and a photograph but is missing the privacy policy. To view the results employers must obtain a signed privacy policy from the applicant and select 'Confirm Privacy Policy'.
- **Agency Review Required** – The applicant has a screening in the Clearinghouse submitted by another specified agency. An Agency Review is required to obtain an eligibility determination.
- **Screening in Process** – A screening has been received and is awaiting final determination.
- **Resubmission Required – 90 Day Lapse in Employment** – The applicant has a screening in the Clearinghouse and has experienced a 90 day lapse in employment. A resubmission must be requested to obtain an eligibility determination. New fingerprints are NOT required.
- **Eligible** – Individuals are considered eligible for employment in positions required to undergo screening.
- **Not Eligible** – Individuals are considered disqualified for employment and may not work in any position within a health care or service provider that is required to undergo background screening.
- **A New Screening is Required** – A previous screening has now expired and a new screening is required.