

INSTRUCTIONS ON HOW TO COMPLETE THE APPLICATION FOR AN AL-ANON MEMBER INVOLVED IN ALATEEN SERVICE (AMIAS)

Note: Fingerprint section was re-worded and moved to another part of the document.

SECTIONS OF THE AMIAS APPLICATION FORM:

PLEASE PRINT LEGIBLY USING BLUE INK AND ON ONE SIDE OF THE PAPER,
PLEASE DO NOT PRINT FRONT AND BACK

SECTION 1 must be completed by you, the AMIAS applicant, which includes the AFG Florida South Alateen Safety and Behavioral Requirements. Your signature is required at the end of Section 1 and you must attach a copy of your Government –Issued Photo ID to the application.

SECTION 2 must be completed by the Group Representative (GR) or a member of your Al-Anon group in order to verify that you are an active member of that group.

SECTION 3 must be completed by your Al-Anon Information Service Liaison (AISL), District Representative (DR) or Alternate District Representative (Alt. DR).

- He/ she will complete Section 3 verifying that he/she has reviewed your application and that the application has been completed in its entirety. He/she also verifies that your valid Government-issued Photo ID is attached to the application.
- If you are unsure how to contact your AISL, DR or Alternate DR, go to the AFG Florida South website at www.southfloridaal-anon.org and click Meeting Schedules; click on the map for your district, and then click on the link to e-mail your DR. If you do not have e-mail, please check with your Group Representative to get the contact information for these members.

Page 5: Complete the top half of the form titled “Al-Anon Member Involved in Alateen Service.” Sign your name on the signature line and fill in the date. Do not fill in anything else below your signature, as this is to be completed by the Area Alateen Process Person (AAPP).

Form B: Complete all information requested on the form titled **Form B, FDLE Private Schools Waiver Agreement and Statement**, Volunteer & Employee Criminal History System (VECHS) and sign where indicated. Do not complete anything in the “To Be Completed By Qualified Entity” portion, as this is for Area Alateen Process Person (AAPP) use.

WHAT YOU NEED TO DO WHEN ALL SECTIONS OF THE AMIAS APPLICATION FORM ARE COMPLETED:

1. **FINGERPRINTS:** ONLY electronic fingerprints will be accepted
 - a. You must provide AFG Florida South's organization- specific identifying number to whoever will be taking your fingerprints. This could be the Sheriff's Office / Police Department or an electronic fingerprint vendor. The number is called a VECHS number, which stands for Volunteer and Employee Criminal History System. **Our VECHS number is V13040319.**
 - b. If you have your fingerprints taken at the Sheriff's Office / Police Department, you must go to the FDLE website at <https://caps.fdle.state.fl.us> and pay the FDLE fee for the level two background check. This must be done within 30 days of your fingerprints being taken. If you fail to do so, you will need to be fingerprinted again and will be charged an additional fingerprint fee by the Sheriff's Office /Police Department. Print the receipt and documentation of your payment so that it can be tracked. Keep a record of the Transaction Control Number (TCN) as it may be needed later for tracking the status of your background check and to access FDLE website. Note: Keep a receipt for possible reimbursement.
 - c. If your local Sheriff's Office / Police Department does not do electronic fingerprinting, you will have to go to a Livescan vendor. You can search the web for Livescan vendors. Provide the Livescan vendor with our Area's Volunteer and Employee Criminal History System (VECHS) number which is **V13040319**. If you wish to be partially reimbursed by the Area, attach your receipt to your application. Check with your District Representative or your Al-Anon Information Service Liaison (AISL) to see what your District / AIS policy is on reimbursement.
2. Mail a hard copy of all 6 pages of your completed application, along with a copy of your valid Government-issued Photo ID, to the Area Alateen Process Person (AAPP). You can get the address by e-mailing the AAPP directly at AAPP@afgfls.com. If you do not have e-mail, please check with your AISL, DR or Alternate DR to get the contact information for the AAPP.

WHEN THE AAPP RECEIVES YOUR APPLICATION, THE FOLLOWING WILL HAPPEN:

1. The AAPP verifies your application.
2. The AAPP receives notification from the FDLE with the results of State and National background checks.
3. If you become a certified AMIAS in AFG Florida South, the WSO will assign to you an AMIAS certification number which will be provided to you and the DR /AISL/ Alateen Chairperson via e-mail. You must complete the Area AMIAS training before you can begin to work with Alateens. Training is coordinated and tracked by your District / AIS /Alateen Chairperson.

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Al-Anon Family Groups Florida South (Area 10), Inc. hereby referred to as AFG Florida South

4. **PRIVACY: AFG Florida South takes your privacy very seriously. Only the AAPP has access to your information.** The AAPP takes all documentation (application, valid Government-issued Photo ID copy, and background check results) and files them in a sealed/locked container. This documentation is kept confidential by the AAPP.

5. **ANNUAL WSO RE-CERTIFICATION:** Each year, each certified AMIAS needs to renew his/her WSO certification through the AAPP. This process usually begins in March and is completed no later than the last day of June. This process is a simple one page form that is completed at the District / AIS level by the Alateen Chairperson, DR or AISL, based on information he/she collects from you.

6. **AREA RE-CERTIFICATION AND BACKGROUND CHECKS:** The Florida South Area is now participating in the Florida Department of Law Enforcement’s (FDLE) Applicant Fingerprint Retention Notification Program (AFRNP) where the FDLE will retain the AMIAS fingerprints on-file. All Florida arrest fingerprints are searched against the fingerprints retained in the AFRNP. The Florida South Area will conduct a National Criminal History Check every five (5) years by requesting the FDLE to forward the fingerprints to the Federal Bureau of Investigation (FBI) for national processing.

SUMMARY OF ABBREVIATIONS USED IN THIS DOCUMENT

AAPP	Area Alateen Process Person		DR	District Representative
AFG	Al-Anon Family Groups		FDLE	Florida Dept. of Law Enforcement
AFRNP	Applicant Fingerprint Retention Notification Program		FL S	Florida South
AISL	Al-Anon Information Service Liaison		GR	Group Representative
ALT. DR	Alternate District Representative		VECHS	Volunteer and Employee Criminal History System
AMIAS	Al-Anon Member Involved in Alateen Service		WSO	Al-Anon/Alateen World Service Office

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