

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

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

SECTIONS OF THE AMIAS APPLICATION FORM:

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 District Representative (DR), Alternate District Representative (Alt. DR), **or in their absence, the Area Alateen Coordinator.**

- 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 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. **The e-mail link for the Area Alateen Coordinator is found on the same website under "Contact Us."**

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@gmail.com. If you do not have e-mail, please check with your 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.
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3. The AAPP should have received notification from your District of your successful completion of AMIAS Training. If you have not been trained, your application will not be processed. Contact your District Representative or the Area Alateen Coordinator to learn about options for completing AMIAS training.
4. Once your application has been processed, background check cleared, and training verified, the AAPP will enter your information into the World Service Office Group Records database. If you become a certified AMIAS in AFG Florida South, the WSO will assign a WSO ID number to you. The AAPP will send a welcome e-mail / letter to you, your DR and the Area Alateen Coordinator which includes this ID number.
5. **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.
6. **ANNUAL 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 in May. This process is a form with sections that are completed at the AMIAS. It is signed by the DR, Alt DR or in their absence, the Alateen Coordinator.
7. **AREA RETAINED FINGERPRINTS AND REAL-TIME BACKGROUND CHECKS:** The Florida South Area participates in the Florida Department of Law Enforcement's (FDLE) Applicant Fingerprint Retention Notification Program (AFRNP) where the FDLE retains the AMIAS fingerprints on-file. All Florida arrest fingerprints are searched against the fingerprints retained in the AFRNP, **with immediate notification to the AAPP** of arrests. In addition, 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.

8. **SUMMARY OF ABBREVIATIONS USED IN THIS DOCUMENT**

AAPP: Area Alateen Process Person	FDLE: Florida Dept of Law Enforcement
AFG: Al-Anon Family Groups	FLS: Florida South
AFRNP: Applicant Fingerprint Retention Program	GR: Group Representative
DR: District Representative and Alt DR: Alternate District Representative	VECHS: Volunteer Employee and Criminal History System
AMIAS: Al-Anon Member Involved in Alateen Service	WSO: Al-Anon World Service Office

