

INFORMATION FOR COMPLETING THE AMIAS APPLICATION AND BACKGROUND CHECK

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 on page 3 of the application. Your signature is required at the end of Section 1. You must attach a copy of your Government – Issued photo ID and the FDLE waiver and / or statement form to the application.

SECTION 2 must be completed by the Group Representative (GR) or a member of your AI-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. The DR section also includes the date you completed AMIAS training.
- The email links for the AAPP and the Alateen Coordinator are found on the Area website under “Contact Us.”

PAGE 5: Complete the top half of the form titled “AI-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 completed by the Area Alateen Process Person (AAPP).

FDLE waiver and /or statement form: This form gives authorization for your background check. It is not included in the application because the format may change from time to time. The form is on the Area 10 website under Alateen. You should include this signed form in your application packet.

WHAT YOU NEED TO DO WHEN ALL SECTIONS OF THE 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. You may also be asked to show the FDLE waiver and/or statement form, so take it with you when you have your fingerprints taken.
 - 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 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 to FDLE website.

- c. If your 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 VECHS number which is V13040319.
- d. Mail or scan a hard copy of all 5 pages of your completed application, a copy of your valid Government-issued photo ID, and the FDLE waiver and /or statement form to the Alateen Area Process Person (AAPP). You can get the address by emailing the AAPP directly at AAPP@AFGFLS.com. You can also 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.
3. 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 and instructions for reimbursement.
4. If you request reimbursement for the background check, the AAPP will send a copy of your receipt to the Area Treasurer. The Area reimbursement, at this time, is for the background check only. Districts may have a policy to reimburse you for all or part of any additional expenses. Check with your DR.
5. Privacy: AFG Florida South takes your privacy very seriously. Only the AAPP has access to your information. The AAPP files all AMIAS paperwork in a sealed / locked container. This information is kept confidential by the AAPP.
6. Annual Re-Certification: Each year, every certified AMIAS needs to renew his/her WSO certification through the AAPP. This process usually begins in March. This process is merely a form to update your current status. It is signed by the DR, Alt DR or in their absence, the Alateen Coordinator.
7. Area Retained Fingerprints and Real-time background checks: Florida South Area 10 participates in the Florida Department of Law Enforcement Applicant Retention Notification Program (AFRNP). The FDLE retains the AMIAS fingerprints on file. All Florida arrest records are searched against the fingerprints retained in the AFRNP, with immediate notification to the AAPP of arrests. In addition, the Florida South 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	FDLE: Florida Dept of Law Enforcement
AFG: Al-Anon Family Groups	FLS: Florida South
AFRNP: Applicant Fingerprint Retention Program	GR: Group Representative
AMIAS: Al-Anon Member Involved in Alateen Service	VECHS: Volunteer Employee and Criminal History System
DR: District Representative and Alt DR Alternate District Representative	WSO: Al-Anon World Service Office