



## Court Interpreter Certification and Regulation Program (CICRP) Background Check Screening Process for Court Interpreters

The Florida Rules for Certification and Regulation of Spoken Language Court Interpreters require interpreters to undergo and pass a background check according to standards prescribed by the board and published in board operating procedures. The Court Interpreter Certification Board (Board) has approved and adopted the following board operating procedure relating to the updated background check process. **Effective June 19, 2018, all initial applicants for court interpreter registration, and unless previously designated as certified, language-skilled, or provisionally approved, all registered-only renewal applicants are required to submit to a criminal background check conducted by the Florida Department of Law Enforcement (FDLE).** This is to be accomplished electronically at the applicant's expense.

### IMPORTANT INFORMATION:

**CURRENTLY, THE COURT INTERPRETER CERTIFICATION AND REGULATION PROGRAM (CICRP) IS AUTHORIZED TO OBTAIN LEVEL-1 (STATE) BACKGROUND CHECK INFORMATION FOR ALL REGISTERED COURT INTERPRETERS. IN THE INTERIM, THE CICRP IS SEEKING AUTHORIZATION TO RECEIVE LEVEL-2 (NATIONAL) BACKGROUND CHECK INFORMATION. ALL INTERPRETERS WHO BECOME REGISTERED UNDER THE CURRENT LEVEL-1 BACKGROUND CHECK PROCEDURE SHALL BE REQUIRED TO PAY FOR AND UNDERGO A LEVEL-2 BACKGROUND CHECK WITHIN 30 DAYS OF E-MAIL NOTICE FROM PROGRAM STAFF. INTERPRETERS WILL BE NOTIFIED OF THIS REQUIREMENT ON A REVISED APPLICATION OR AN ADDENDUM TO THE APPLICATION THAT ACKNOWLEDGES THIS REQUIREMENT.**

Please follow the steps below prior to submitting your initial or renewal registration application.

1. Applicants are required to go to a Livescan Service Provider to be fingerprinted. The list of providers throughout the state is found at <http://www.fdle.state.fl.us/Criminal-History-Records/Documents/ApplicantLivescanService-ProvidersVendors.aspx>. As provider prices will vary, applicants may wish to compare vendor fee schedules to obtain the best price. For reference, in addition to the Livescan Service Providers listed in the link above, Livescan fingerprints may also be taken at your local law enforcement agencies (Police Department or Sheriff's Office).
  - The applicant should provide the **CICRP Originating Agency Identification (ORI) number, FL737131Z** (The last letter is Z as in zoo.), to the Livescan Service Provider so that the background screening results are sent directly from FDLE to the CICRP.
  - The cost of the background check is approximately \$50 to \$75 per person, which includes the FDLE fee of \$24.00 and the cost charged by the Livescan provider to perform the fingerprinting. As previously noted, the cost may vary depending on the Livescan provider.
2. The CICRP will receive the background check results from FDLE within 3 days.
3. Court Interpreter registration applications will not be considered complete and processed until the results of the background screening have been received by the CICRP.
4. Per board operating procedures, the applicant must submit their interpreter registration application within three months of being fingerprinted. Failure to do so will result in having to be re-fingerprinted at the applicant's expense.

**PLEASE NOTE: CERTIFIED, LANGUAGE SKILLED AND PROVISIONALLY APPROVED INTERPRETERS ARE EXEMPT FROM COMPLETING THE PROCESS OUTLINED ABOVE.**