

Applicant Registration Process Student Teacher/Pre-Service Professional

The fingerprinting fee is \$76.50 and payable in the form of credit card, paypal, or electronic check through the online system. **PLEASE NOTE: If paying by electronic check, your fingerprints WILL NOT be submitted to FDLE/FBI until your check clears with the bank. This will result in a delay of completing your background check. As a reminder, please allow 7-10 business days for your check to clear.**

1. Go to www.L1Enrollment.com on the internet. Please read all the directions below before clicking on the link to L1Enrollment.
2. Click Broward County Florida on the map or from the drop down box and click "Go".
3. Towards the bottom of this screen, click on "Online Scheduling".
4. Chose either English or Spanish as the language by clicking on the preferred language.
5. On the "Welcome" screen, enter your first and last name and click "Go".
6. On the "Types of Service" screen, choose "New Vendors/Pre-Professionals" and click "Go".
7. On the "Applicant Details" screen enter your Company ID Number: **UE00064** and click "Go".
8. On the "Applicant Details" screen select "Student Teacher/Pre-Professional" and click "Go".
9. On the "Appointment Details" screen complete the selection of an appointment for your fingerprints and/or photo to be taken and click "Go".
10. On the "Applicant Information" screen complete the demographics information and click "Sent Information". Be sure to enter your email address accurately because this will be the method you will receive electronic updates on your process status.
11. On the "Application Details" screen complete the disclosure questions and click "Submit".
12. On the "Payment collection" screen, choose the appropriate payment method and click "Send Payment Information". If you are using a billing account, choose "Billing Account" as the payment type and enter the billing account number you have been provided by your employer and click "send Payment Information".
13. Print or write down the confirmation number and location you have chosen to have your photo and fingerprints taken.
14. If you chose an electronic payment type (not Billing Account), then **you must complete payment by clicking "Continue to US Bank Epay"**.
15. Show up for your appointment and be photographed and fingerprinted. Be sure to bring your government issues photo ID to your appointment.

Once these steps are completed, further communication will be sent as processing occurs. If you are unable to schedule via the internet, the appointment may be scheduled by calling L-1 scheduling center at 1-866-528-1359 between 8:00 am and 5:00 pm, Monday through Friday (Eastern Time).

Badge Pick-up

Once you have been cleared, you will receive an email from L-1 Enrollment Services Office advising you on the status of your application. This information will include the location you selected during registration and the hours of operation. Upon receipt of this email, please go back to the location where you were fingerprinted to collect your badge. Badge pickup does not require an appointment.

Once you collect your badge for the location, you are required to send a copy of your badge to the Education Placement Office. You will not be approved for placement without the copy of your badge. The badge can be faxed to 954-201-8271.