

## On-Line Badge Replacement Process

If you lose your badge, please follow the procedure outlined below to replace your badge. The fee for replacement is \$20.

1. Please read all the directions below before clicking on the link to L1Enrollment. Go to [www.L1Enrollment.com](http://www.L1Enrollment.com) on the internet.
2. Click Broward County Florida on the map or from the drop down box and click **"Go"**.
3. Toward the bottom of this screen, click on **"Online Scheduling"**.
4. Choose 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 **"Badge Replacements"** and click **"Go"**.
7. On the **"Applicant Details"** screen select the reason for badge replacement and click **"Go"**.
8. On the **"Applicant Details"** screen enter your Replacement ID Number and click **"Go"**. (This number is provided from your employer if you are a vendor or college/university if you are a student teacher).
9. On the **"Applicant Details"** screen confirm the person displayed is the person for whom the badge is being replaced and click **"Confirm"**. Click **"Not Correct"** if this is not the correct person.
10. On the **"Applicant Details"** screen complete the selection of the location that you would like to pick up your replacement badge and click **"Submit"**.
11. 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"**.
12. Print or write down the confirmation number and location you have chosen to pick up your badge.
13. If you chose an electron payment type (not Billing Account), then **you must complete payment by clicking "Continue to US EPay"**.
14. Wait for notification via email that indicated your badge has been printed and is ready for pickup. This email will include the address and hours of operations of the location you selected.
15. Go to the location during the indicated days and hour of operations to pick up your new badge. Be sure to bring your government issued photo ID and your current badge if you still have possession of it to the location.

If you are unable to register for a replacement via the internet, you may call the 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.***