



# FLORIDA YOUTH SOCCER ASSOCIATION

## LEVEL 2 BACKGROUND CHECK GUIDE

*LAST MODIFIED JULY 8, 2026*





## **LEVEL 2 OVERVIEW**

Effective July 1, 2026, Florida law requires all coaches, assistant coaches, team managers, and other adults who regularly work with Florida-based youth athletes to complete a Level 2 background screening. To comply with this requirement, FYSA will process all Level 2 screenings through the Agency for Health Care Administration (AHCA) Clearinghouse. This centralized process increases the portability of screening results across youth sports organizations and care providers. A Level 2 screening through the AHCA Clearinghouse includes:

- Fingerprint-based criminal history screening
- Applicant photograph
- Comprehensive screening history is accessible to FYSA
- Real-time notification to FYSA of subsequent arrests or criminal convictions
- Five-year screening validity

## **STRUCTURE**

To simplify administration for member clubs, FYSA has partnered with Biometrics4ALL to provide a statewide appointment network and Level 2 screening services. ***Each member club will receive a unique Biometrics4ALL link to distribute to adult applicants required to submit a Level 2 screening. A separate GotSport form submission is also required of each applicant to link results to a coach/staff/admin profile in GotSport.***

## **PAYMENT & FEES**

All fees for background checks will be directly to the provider. Member Clubs have two payment structure options

### **(1) Applicant Pays (Default) - \$92.75 per Screening**

By default, applicants will pay the screening fee before scheduling an appointment. The fee is \$92.75 per screening, and the screening is valid for 5 years. Payment is required before an appointment may be scheduled.

- OR -

### **(2) Club Pays (Opt-In) - \$84.50 per Screening**

Clubs may establish a direct billing relationship with Biometrics4ALL, permitting applicants to schedule an appointment without submitting a fee at the time of application. The fee is reduced to \$84.50 per screening, and the screening is valid for 5 years. Clubs must enroll in autopay through Biometrics4All for monthly remittance. Billing is in arrears on the first day of the month, with automatic payment occurring 48 hours after the invoice is issued. *Note: Only clubs enrolled in direct billing may request an on-site screening event.*

- [Click here](#) to opt in to direct billing by **July 31, 2026**. Direct billing requests received after July 31, 2026, will be processed on the 1<sup>st</sup> of the following month through October.



### **ACTIONS BASED ON CURRENT SCREENING STATUS**

FYSA has extended the approval status of approved coaches with a Level 2 screening conducted through the Florida Department of Law Enforcement (FDLE) and linked through FYSA through June 2026. This extension facilitates Level 2 compliance while providing additional time for FDLE Level 2-approved coaches/volunteers to transition to an AHCA Clearinghouse screening. A list of required action(s) by current Risk Management statuses can be found below:

| <b>2025-2026 Season Status</b>    | <b>Action Required</b>                                                       |
|-----------------------------------|------------------------------------------------------------------------------|
| Level 1 Approved (FDLE)           | Level 2 Screening (AHCA) & FYSA GotSport Form                                |
| National Criminal Check           | Level 2 Screening (AHCA) & FYSA GotSport Form                                |
| Level 2 Approved (FYSA FDLE)      | By June 30, 2027, Complete:<br>Level 2 Screening (AHCA) & AHCA GotSport Form |
| Level 2 Approved (Employer AHCA)* | Submit GotSport FYSA <b>OR</b> AHCA Form                                     |
| No Status/New Coach               | Level 2 Screening (AHCA) & FYSA GotSport Form                                |

*\*Some applicants may be cleared through AHCA as a result of state employment and/or a role as a care provider. A new screening may not be required until expiration; however, FYSA must receive a form submission to link existing results.*

### **APPLICANT SUBMISSION PROCESS (Level 2 FYSA Background Check)**

This process requires close monitoring and clear communication between club administrators and applicants. To receive an approved status and be eligible to participate in **FYSA** practices and games, an applicant must complete **both** of the following steps:

- (1) Submit a Level 2 FYSA Background Check Form through GotSport. *FYSA will use the information provided to create a profile in the AHCA Clearinghouse.*
- (2) Schedule and attend a screening appointment using the club's unique Biometrics4ALL link.

When completing the necessary forms and checking in for an appointment, Applicants are **required** to provide the following information:

- First & Last Name
- SSN or ITIN
- Address
- Eye Color
- Place of Birth
- Prior States of Residence
- Natural Hair Color
- Race
- Height
- Weight

*If an applicant's biometric information does not match across all steps, the background screening will not automatically link to their AHCA Clearinghouse profile, resulting in significant processing delays.*

After an applicant has submitted the FYSA Background Check Form through GotSport and scheduled an appointment through Biometrics4ALL, the coach will receive:

- (1) An automated email from AHCA's Clearinghouse with confirmation of an FYSA connection, and
- (2) An automated email from Biometrics4ALL with instructions for a "Request for a Contactless Live Scan"



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## **REQUIRED ITEMS ON APPOINTMENT DAY**

At the screening appointment, applicants must:

- Present a valid government photo ID (e.g., driver's license, passport, etc.)
- Provide the email confirmation from AHCA's Clearinghouse
- Provide the email from Biometrics4ALL containing the "Request for a Contactless Live Scan"
- Verify the same biometric information submitted via the FYSA Background Check Form (e.g., Name, SSN, Height, Weight, etc.)
- Take a profile photo for AHCA's Clearinghouse

At the completion of the appointment, applicants should request and retain the **TCN number**. The TCN number is a unique identifier used to track the status of the screening in AHCA's Clearinghouse.

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## **STEPS FOR CLUB ADMINISTRATORS**

Club Administrators play an essential role in ensuring that coaches, staff, and other volunteers are properly risk-managed. To facilitate an orderly screening process, FYSA recommends that club administrators take the following steps:

### **1. Determine Risk Management Status on a Coach-by-Coach Basis**

Using the chart on page 3, review the current screening status and the correlating next steps for each coach/volunteer/applicant you intend to roster.

*TIP:* To determine if an applicant already has an active screening through AHCA for employment or as a care provider, consider asking the applicant directly.

### **2. Verify the Coach's Competitive Level in GotSport**

For a coach/volunteer/applicant to access the FYSA Background Check form, their GotSport profile must be affiliated with a USYS competition level. Confirm the applicant has the USYS Competitive Level linked to their GotSport profile.

### **3. Provide Instructions to Coaches**

Inform applicants that they must submit a Level 2 FYSA Background Check through GotSport and schedule a screening appointment through Biometrics4ALL using the club's unique link.

### **4. Follow Up with Coaches Prior to the Season Start Dates**

To minimize issues on game day, follow up with coaches to ensure that the appropriate actions have been taken. Periodically review risk management statuses using Risk Management Filters in GotSport to monitor progress.

- **Pending:** The FYSA Background Check Form has been submitted to FYSA.
- **Submitted to AHCA:** FYSA has created the applicant's profile in AHCA's Clearinghouse.
- **Review:** AHCA or FYSA has requested additional information. **AHCA will close the request if no response is received within 45 days.**
- **Approved:** The applicant is approved for participation by AHCA and FYSA.

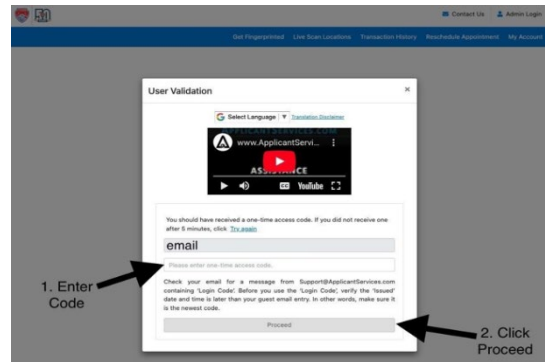
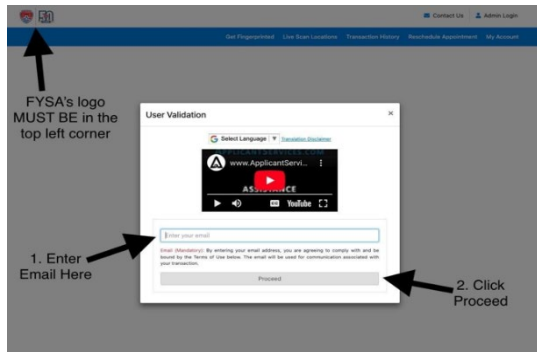
*TIP:* To track submission status, an applicant can use the FDLE TCN Lookup Tool with a valid TCN number obtained from the screening agent.



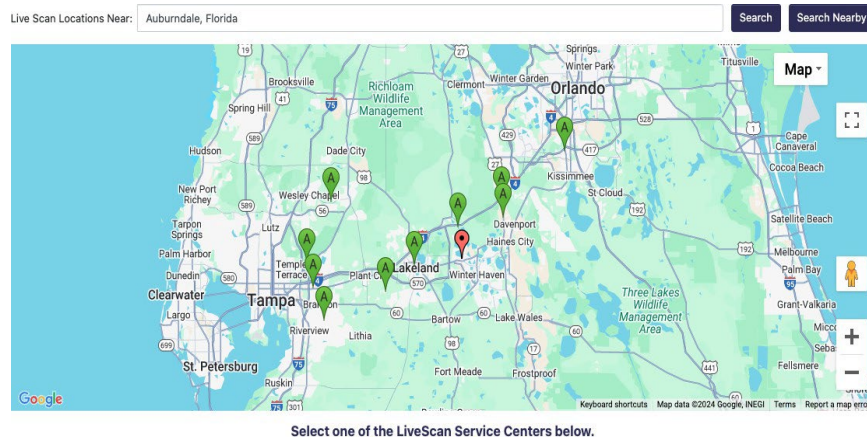
## HOW-TO GUIDE: SCHEDULING A LEVEL 2 SCREENING VIA BIOMETRICS4ALL

*Note: Each club has a unique Biometrics4ALL scheduling link that must be used for this process.*

1. Click the Biometrics4ALL link to schedule an appointment in the Applicant Services portal. **If www.applicantservices.com is used, the Livescan screening will not be submitted to the AHCA Clearinghouse and will need to be resubmitted.**
2. Enter an email address (a password is **NOT** required)



3. Enter the one-time access code that was sent to the email address provided in step 2. Click 'Proceed.'
4. Enter the full address including the state and ZIP code. This will populate the Biometrics4ALL in-network Livescan screening options. All will be able to process the AHCA requirement to take photographs as part of the screening requirements.
5. Select the most convenient Livescan screening option to schedule an appointment with and click 'Schedule Appointment.'





6. Select a time and date and click 'Confirm.' An email from support@applicantservices.com will confirm the appointment details.
7. Print the attached form with the QR code and payment ID, located on the **Request For Contactless Live Scan Instructions and Information**. The form should be retained by the applicant in case the fingerprint scan is rejected by the Florida Department of Law Enforcement or the FBI. Attend the appointment at the scheduled time.

**EXAMPLE**

**APPLICANTSERVICES.COM**  
**REQUEST FOR CONTACTLESS LIVE SCAN**  
**INSTRUCTIONS AND INFORMATION**  
**(PRINT THIS PAGE - ALSO EMAILED TO YOU)**

| LIVE SCAN APPOINTMENT INFO                                                                                                                                                                                                                 | TRANSACTION INFO                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Last Name: COACH<br/>First Name: JOE<br/>Date/Time:<br/>Service Center Name:<br/>Service Center Address:<br/>Phone (call ahead to ensure operator availability):</p>                                                                    | <p>LIVE SCAN BOOTH: <b>Example</b><br/>PAYMENT ID: <b>Example</b><br/>*** QR ***<br/>Waive the <b>QR Code</b> (looks like a barcode)<br/>below in front of the webcam if requested</p>  <p>Expiration Date: 3/30/2024</p> |
| <b>WHAT TO BRING</b>                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"><li>• Government Issued Picture ID: E.g. Driver's License, State ID, Passport, etc.</li><li>• This Printed Page or your cell phone with the Confirmation Email containing the same information</li></ul> |                                                                                                                                                                                                                                                                                                             |
| <b>FINGERPRINTING SESSION PROCESS OVERVIEW</b>                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                             |



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## **HELPFUL TIPS WHEN ATTENDING YOUR LIVESCAN SCREENING**

To enhance the fingerprint scan quality, it is recommended to follow the guidelines below:

- **If the fingerprints appear too light:**

- **Apply lotion:** Use a dime-sized amount of lotion, thoroughly rubbing it into both sides of each finger close to the nailbed as well as the center of the finger.
  - Ensure the lotion is fully absorbed into the skin before taking fingerprints; the skin should no longer feel slippery.
  - We recommend non-greasy lotions, such as Curel Lotion.
- **Avoid pressing hard:** Applying excessive pressure against the finger can degrade fingerprint quality.
  - Generally, lighter pressure yields better results.
  - If the fingerprint image remains too light, apply more lotion instead of increasing pressure.
- **Repeat the lotion process:** For extremely dry skin, you may need to repeat the lotion application several times until sufficient moisture is achieved. In even more extreme cases, it may be best to perform the lotion process throughout the day for several days before the appointment.

- **If the images are too dark:**

- **Dry the fingers:** Wipe the fingers dry before capturing the image, as dark images indicate excessive moisture.
- **Wash and rinse hands:** Washing hands with soap and rinsing under cold water can also help.
- **Use a fan:** A small fan directed at the scanner area can reduce sweating during fingerprint capture.
- **Holding a cold object:** Holding a cold object such as a frozen bottle of water for 5 minutes, then wiping it dry, can close sweat pores, which reduces moisture during fingerprinting.

- **Ensure all fingers are present in flat impressions (e.g., 4 flat fingers):**

- Keep your fingers as upright as possible, minimizing any rotation.
- Never rotate the fingers more than 30 degrees.

- **For individual rolled fingers:**

- Roll the finger from one side near the nail bed to the other side, close to the nail bed, resulting in a rectangular fingerprint image. If the rolled impression appears oval, the finger wasn't rolled sufficiently. A rectangular-shaped image represents a proper rolled impression



## **AHCA COMPLIANCE FOR NON-FYSA REGISTERED PARTICIPANTS**

As the governing body for soccer in Florida, FYSA recognizes that other sport organizations may require proof of a Level 2 screening through AHCA's Clearinghouse for non-FYSA participants. By using the Clearinghouse, the infrastructure established by FYSA is intended to serve as the statewide foundation for soccer background screenings and provide portability across sport organizations in the state.

To assist member clubs with compliance of the Level 2 screening, FYSA is offering an ad-hoc service to transmit ACHA results to existing member clubs using the FYSA infrastructure for non-FYSA coaches, team managers, volunteers, and administrators.

For example:

- Participants who will be rostered during the 2026-2027 seasonal year through another National Governing Body (NGB).
- Local municipal programs requiring proof of a level 2 screening for all coaches prior to securing field permits.

### **PROCESS**

Similar to the process for an FYSA coach/volunteer/admin, an applicant must complete **both** of the following steps:

- (1) Submit an AHCA Clearinghouse Submission Form through GotSport. *FYSA will use the information provided to create a profile in the AHCA Clearinghouse. **There is a \$10.00 fee per form submission** that may be paid through pre-billing or by the applicant at the time of submission. Forms with an Unpaid status will not be processed by FYSA.*
- (2) Schedule and attend a screening appointment using the club's unique Biometrics4ALL link.

*For applicants to access the AHCA Clearinghouse Submission Form through GotSport, the applicant must have the AHCA Clearinghouse Competitive Level linked to their GotSport profile. This requirement can be updated in bulk if needed.*

The information required on the form, the appointment scheduling process, and items required on appointment day remain the same as those outlined for FYSA participants.