PER SCHOLAS FLORIDA | WORKFORCE READINESS & CAREER CLEARANCE TOOLKIT

POWERED BY PBS CLEARANCE

THE TECH CANDIDATE CLEARANCE AUDIT CHECKLIST

A proactive guide for tech graduates preparing for background checks, Level 2 LiveScan biometrics, and enterprise compliance.

1. IDENTITY & DOCUMENTATION ALIGNMENT

STAGE 01

- [ ] **GOVERNMENT ISSUED ID:** Ensure your Driver's License, State ID, or Passport is unexpired and active
- [ ] **NAME MATCHING:** Confirm your exact legal name (first, middle, last, suffixes) matches across SSN records, IDs, and resumes
- [ ] **WORK AUTHORIZATION:** Keep physical copies of your SSN card, Permanent Resident Card or Passport accessible.
- [ ] **ADDRESS HISTORY:** Document your complete residential history for the past 7 years (including zip codes)

Proactive alignment eliminates 90% of Form I-9 & E-Verify processing delays.

2. EMPLOYMENT & CERTIFICATION VERIFICATION

STAGE 02

- [ ] **EMPLOYMENT DATES:** Verify exact start/end months and years for all previous employers.
- [ ] **HR CONTACT DATA:** Compile Phone Numbers and email addresses for past HR/Payroll departments
- [ ] **TAX DOCUMENTATION:** Archive W-2s, 1099s, or final paystubs for defunct companies or self-employed roles.
- [ ] **TECH CREDENTIAL BACKUP:** Save digital PDF copies of diplomas and active certifications (CompTIA, AWS, Cisco, etc.).

Verifying dates against W-2 records prevents discrepancy flags during enterprise screening.

3. REGULATORY & LEVEL 2 LIVESCAN CLEARANCE

STAGE 03

- [ ] **SECTOR IDENTIFICATION:** Identify if your target employer requires level 2 biometrics (AHCA Healthcare IT, DBPR, DOE, OMMU Cannabis).
- [ ] **PERSONAL BACKGROUND SELF-AUDIT:** Request a personal state self-check if you have prior legal records to avoid surprises.
- [ ] **DISPOSITION DOCUMENTS:** Obtain certified court disposition paperwork for any past legal matters to prove resolution.
- [ ] **ORI CODE READINESS:** Verify the specific agency ORI (Originating Agency Identifier) code before arriving at Livescan appointments.

PBS is an FDLE-Certified LiveScan channeler providing direct electronic submissions.

4. DIGITAL FOOTPRINT & FCRA RIGHTS

STAGE 04

- [ ] **PROFILE CONSISTENCY:** Ensure employment dates on your LinkedIn Profile match your resume 100%.
- [ ] **PUBLIC SOCIAL FOOTPRINT:** Review public social media accounts for professional presentation.
- [ ] **FCRA DISCLOSURES:** Understand your rights under the Fair Credit Reporting Act, including your right to review and dispute background findings.

You are entitled to a copy of any consumer report requested by an employer.

PROACTIVE CLEARANCE ADVANTAGE: Disclosing employment gaps or past minor legal matters upfront with certified court paperwork speeds up enterprise onboarding approvals by up to 80%.