



## Florida Department of Transportation

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# District Five – Regional Transportation Management Center FDLE/SLERS Fingerprinting

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The following steps must be followed to ensure proper submission of an FDLE/SLERS background clearance application to the Florida Department of Law Enforcement (FDLE), Division of Criminal Justice Information Services (CJIS).. Please note that the steps are the same for new or reactivated FDLE/SLERS clearance.

1. Complete all the necessary paperwork prior to your scheduled appointment.
  - Download, print, and complete the SLERS Personal Inquiry Waiver and SLERS Background Check/Clearance Form. These forms can be located at <https://www.cflsmartroads.com/security.html>.
  - Make sure all information on the forms is legible.
  - If needed, you can get the documents notarized at the Regional Traffic Management Center (RTMC).
2. Schedule an appointment.
  - Go to <https://www.cflsmartroads.com/security.html> and click the link that says, "Click HERE to schedule a fingerprinting appointment with the RTMC."
  - When scheduling your appointment, be sure to indicate if you will need a notary for fingerprinting.
3. Attend the background processing session.
  - The background processing session is held at the FDOT District Five RTMC located at 4975 Wilson Road Sanford, FL 32771.
  - Arrive 5-10 minutes prior to your scheduled appointment. When you arrive ask for the staff member assigned to you through the appointment system.
  - **Bring with you a valid Florida driver's license along with a completed and legible FDLE/SLERS background packet.**
  - If you plan to use the notary service at the RTMC, please do not sign the Personal Inquiry Waiver page. The notary must witness your signature in person.

*Please note that FDOT has no control over the amount of time it takes FDLE to complete a background clearance application. On average FDLE provides result within one (1) week. However, in some instances the processing time may be longer.*

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