



FLORIDA DEPARTMENT OF CORRECTIONS

Becoming a Volunteer Checklist

1. Apply using the link or QR below.

Online Internet - [Home Page - FLVMS](#)

Mobile App



2. Complete Phase 1 training (Basic Volunteer training)

Immediately after submitting your application, you will be prompted to complete the required Phase 1 training (Basic Volunteer Training). Completion of this training is mandatory and must be finished before your application can continue through the approval process.

- If you are unable to finish your training in one session, you may return to the application link at any time to access and resume your training where you left off. Additionally, the system will send friendly reminders to complete your training.
- Phase 2 training will occur after your background check is approved.

3. Get Fingerprinted

After submitting your application, you will receive an email with instructions for completing the fingerprint process.

- Use the **Statewide Facility Fingerprinting Schedule** to find your nearest FDC facility (search by County).
- Review the facility's designated days/times to choose a time that is most convenient for you.
- **No appointment is required** – Ensure you are arriving during the designated times.
- Please print the **Livescan** form and bring it with you, along with your driver's license and social security card.



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4. **Background Screening**

Once you have been fingerprinted and we have received the results of your background screening, staff will review your application for any criminal history. If your background screening is approved, you will receive an email with instructions for completing the required Phase 2 training (**CJIS**).

5. **Complete Phase 2 Training (CJIS)**

You will receive an email with your training credentials and instructions for completing the Phase II training (CJIS).

6. **Receive Pin Number**

Once your CJIS training has been completed and verified, you will receive an email containing your Volunteer PIN number. This PIN is required for volunteer access and participation within the Florida Department of Corrections.

7. **Contact Chaplain to schedule your first visit**

Once you have received your PIN number, please contact the facility chaplain to schedule your first volunteer visit. The chaplain will provide guidance on facility-specific procedures and will assist with coordinating your volunteer activities.

- Be sure to have your PIN with you the first time you visit a facility.

Thank you for your interest in becoming a volunteer with the Florida Department of Corrections. Should you have any questions, please do not hesitate to contact Volunteer Services OPR-VolunteerServices@fdc.myflorida.com