

Level 2 FYSA Background Check Instructions

1. Log in to GotSport

- Log in to your GotSport account.
- Navigate to your **Personal Profile** and click **Dashboard**.
- Scroll to **Requirements USYS – Florida Youth Soccer**
- Locate the **Level 2 FYSA Background Check** and click **View/Submit**.

2. Complete the Online Background Check Form

- Read the instructions and click **Submit**.
- Answer the biometric questions carefully.

Important: The information you enter **must exactly match** the information you provide during your Level 2 Live Scan fingerprint appointment.

Verify the following information:

- First and last name (including any aliases, if no aliases, enter your current name)
- Social Security Number (SSN) or ITIN (required)
- Current address
- Place of birth
- Prior states of residence
- Race
- Natural hair color
- Eye color
- Height
- Weight

3. Complete the Risk Management Questions

Read each question carefully and answer **completely and honestly**.

Please note: A Level 2 background check includes your entire criminal history, including:

- Arrests
- Charges that were dropped
- Dismissed cases
- Cases resolved as *Nolle Prosequi*

Failure to disclose information that appears in your background report may result in delays or additional review of your application.

4. Sign and Submit

- Add your electronic signature.
- Click **Save**.
- Submit the application.

Please Pause Here - Within the next **24–48 hours**, you'll receive an email with your personalized link to schedule your biometrics appointment. Once the email arrives, continue to **Step 5**

There is no fee required when submitting the online form.

If you already have AHCA Clearinghouse clearance through your employment, or if you need instructions for completing your Level 2 fingerprint screening, contact your club administrator before scheduling your appointment. This information helps prevent delays in the clearance process. No further action is required until instructed by your club administrator.

5. Schedule Your Live Scan Appointment

Schedule your Level 2 Live Scan fingerprint appointment using the **Biometrics4ALL** scheduling link provided by your club administrator.

If you did not receive the link or are unsure how to proceed, contact your club administrator.

6. Bring the Following to Your Appointment

Please bring:

- Two forms of identification from this list: www.ApplicantServices.com/ID-TO-BRING
- The **Request for Contactless Live Scan Instructions and Information** form received after scheduling your appointment through Biometrics4ALL

7. During Your Live Scan Appointment

Be prepared to:

- Provide the **same biometric information** that you entered on your Level 2 FYSA Background Check form.
- Have your photograph taken for your AHCA Clearinghouse profile.
- Provide your Social Security Number (SSN) or ITIN.
- Provide your full legal name.

Before leaving your appointment, ask the technician to write down your TCN (Transaction Control Number). This number is the **only way** to track the status of your background check within the AHCA Clearinghouse.

Following these steps carefully and ensuring that all information is consistent throughout the process will help prevent delays in your Level 2 background check clearance.