



FLORIDA DEPARTMENT
OF CHILDREN AND FAMILIES
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What are ORI and OCA numbers? What is the process to get an agency ORI Code and OCA Code and how long does that take?

The ORI number (Originating Agency Identifier). This number is provided by FDLE and identifies the agency requesting the criminal history check and for what purpose.

The OCA (Controlling Agency Identifier). This number is provided by DCF and identifies the provider requesting the background check. The OCA number is **a nine character number beginning with your 2 digit Circuit Number, your OCA, and ending with the letter “z”**.

Without the ORI number and the OCA number, FDLE cannot process the request and the DCF will not know where the screening results are to be sent.

The DCF will need the following:

Facility/Camp:

Name

Physical Address

Mailing Address

Valid E-mail

Contact Person (Owner/Operator)

Contact Person Phone Number

This information can be sent to the following email address: Background_Screening@dcf.state.fl.us.

Useful Links:

[DCF Background Screening Homepage](#)

[Questions Specific to Summer Camps](#)

[LiveScan Vendor Locations](#)

[LiveScan Submission Form](#)