

# EdAdvance's

## Fingerprint Requisition Form for a CONTRACTOR Hired by a CT Technical School, Charter School or Magnet School

Litchfield Office  
355 Goshen Road  
P.O. Box 909  
Litchfield, CT 06759-0909  
Phone: 860.567.0863

Danbury Office  
4 Mountainview Terrace  
Suite 201  
Danbury, CT 06810  
Phone: 203.791.1904

[www.edadvance.org](http://www.edadvance.org)



Effective **December 1, 2017** the State Fee increased from \$50 to **\$75** to fingerprint a contracted worker from a private company, under the statutes Adam Walsh Child Protection Act & Safety Act Paid Contractor "AWA" PAID Contractor OR National Child Protection Act/Volunteers for Children's Act "NCPA/VCA" PAID Contractor.  
The FBI Fee is still \$12.

### Need to Make a Fingerprint Appointment?

Call EdAdvance:

If you would like to make a fingerprint appointment at our Litchfield or Danbury location, you may call our Litchfield office 860.567.0863 to schedule an appointment in Litchfield or call our Danbury office 203.791.1904 to schedule an appointment in Danbury. Both offices are open Monday – Friday between the hours of 8:30 am – 4:30 pm



### CONTRACTOR:

#### Please bring with you:

- Certified Bank Check or Money Order in the amount of **\$87** (\$75 State fee + \$12 Federal fee for a Contractor) made payable to EdAdvance and this completed form. **NOTE:** Cash, Credit Card, Debit Card or Personal Checks will **NOT** be accepted.
- Government-issued photo ID, such as a driver's license or passport, social security number, birth date and place of birth.
- A copy of the **Criminal History Record Information Requisition Form** for a contractor with the appropriate Federal Statute box "checked off". Your school will complete, date & sign and provide you with this form. **Note:** If the Federal Statute chosen on the **CHRI** Requisition Form is the National Child Protection Act (NCPA)/Volunteers for Children's Act (VCA) you will need to complete a copy of the NCPA/VCA Waiver and Consent Form for your school.
- A letter, dated & signed, from your school on their letterhead indicating your date of hire, your position with authorized statute, NCPA/VCA or AWA.

Fees Reflected Below: Please **note** EdAdvance will honor an \$8 discount off their regular \$24 processing fee to \$16.00 **ONLY** if your school is located in one of our 30 membership district towns.

### SCHOOL PERSONNEL (Please check appropriate box):

- Please bill our school district for EdAdvance's discounted processing fee of **\$16.00 only**. (Checking this box will apply only if the contractor brings partial payment of **\$87**, as reflected in the 1<sup>st</sup> bullet above.)
- Please bill our school district for EdAdvance's **FULL** contractor's fingerprint expense of **\$103** (\$75 State fee + \$12 Federal fee + \$16.00 EdAdvance's discounted processing).

Contractor's Name: \_\_\_\_\_

Position: \_\_\_\_\_

School District Name: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_



EdAdvance is an equal opportunity provider and employer.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Washington, DC 20250-9410.