

Fingerprinting Services

for District Staff Employee



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



Need to be Fingerprinted to Work as a School Employee in a School System?

Effective July 1, 1994 Public Act 94-221 requires that all newly hired employees of school districts are to be fingerprinted for a criminal history check, regardless of their position. Under Connecticut General Statute 10-221(d) district staff must be fingerprinted within 30 days of hire. Should you be hired by another school district within 30 days of placement in this new school district you will need to be fingerprinted again.

How Can EdAdvance Assist You?

EdAdvance will fingerprint district staff and forward their fingerprint card to the proper state and federal authorities for processing a criminal history check. The district staff's fingerprint results will be shared directly with the school district reflected on their fingerprint card by the State Police Bureau of Identification "SPBI".

For More Information, Contact:

Nancy Luchene

EdAdvance

355 Goshen Road – P.O. Box 909

Litchfield, CT 06759-0909

Phone: 860.567.0863 x116

Fax: 860.567-3381

Email: luchene@edadvance.org

What You Need to Do

- 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 8:30 am - 4:30 pm.
- Bring with you:
 - Fingerprint **Request Form** for a District Staff Employee (located on the back of this brochure);
 - Certified Bank Check or Money Order in the amount of **\$36.00** made payable to EdAdvance; **NOTE:** Cash, Credit Card, Debit Card or Personal Checks will NOT be accepted;
 - Information regarding your social security number, a government-issued photo ID, such as a driver's license or passport, birth date and place of birth.
 - Copy of the **Criminal History Record Information Requisition Form** your school district will complete, date & sign and provide you.

EdAdvance's Fingerprint Registry Includes

Barkhamsted	Region 1
Bethel	Canaan
Brookfield	Cornwall
Canaan	Kent
Cornwall	North Canaan
Colebrook	Sharon
Danbury	Salisbury
Kent	Region 6
Litchfield	Goshen
New Fairfield	Morris
New Milford	Warren
Newtown	Region 7
Norfolk	Barkhamsted
North Canaan	Colebrook
Plymouth	New Hartford
Redding	Norfolk
Salisbury	Region 12
Sharon	Bridgewater
Sherman	Roxbury
Thomaston	Washington
Torrington	Region 14
Watertown	Bethlehem
Winchester	Woodbury
	Region 15
	Middlebury
	Southbury

EdAdvance does not discriminate in any of its programs, activities, or employment practices on the basis of race color, national origin, ancestry, sex, religion, age, disability, veteran, marital or familial status. To file a complaint of discrimination write USDA Director, Office of Civil Rights, Washington, DC 20250-9410

DIRECTIONS

LITCHFIELD OFFICE: 355 GOSHEN ROAD



From the North or South

Take Route 8 to Exit 42 (Route 118 West). Go 5 miles to Route 202 in Litchfield. Continue west on Route 202 for another 2/10 of a mile. Turn right onto Route 63 north. Go 1-4/10 mile; EdAdvance is on the left.

From the West

Take Route 202 to Litchfield. Turn left onto Route 63 north. Go 1-4/10 mile; EdAdvance is on the left.

From the East (Hartford)

Take I-84 to Exit 39 (Farmington). Follow Route 4 west through Farmington, Unionville, Burlington, and Harwinton. Follow Route 118 west, going straight through the stop light at the Catholic Church in Harwinton. Go 5 miles to Route 202 in Litchfield. Continue west on Route 202 for another 2/10 of a mile. Turn right onto Route 63 north. Go 1-4/10 mile; EdAdvance is on the left.



DANBURY OFFICE: 4 MOUNTAINVIEW TERRACE

From the East

I-84W toward Danbury Newtown Road/US-6W, Exit 8 toward Bethel 2nd right at the traffic light, onto Mountainview Terrace. Turn left at the first driveway and follow around to the right.

From the West

I-84E/US-6 E toward Waterbury/New Milford Take Exit 8 for US-6 East toward Bethel Bear left onto US-6W/Newtown Road 2nd right at the traffic light onto Mountainview Terrace Turn left at the first driveway and follow around to the right

EdAdvance Fingerprint Request Form for District Staff

Connecticut law requires local school systems to have all new employees, including substitute, temporary, and per-diem employees, fingerprinted as a condition of employment. Therefore, you can make an appointment at EdAdvance to be fingerprinted by following the instructions listed in this brochure.

Please bring this form and a Certified Bank Check or Money Order in the amount of \$36.00 made payable to EdAdvance.

NOTE: Cash, Credit Card, Debit Card or Personal Checks will NOT be accepted.

Come prepared with a government-issued photo ID, such as a driver's license or passport, your social security number, & your birth date and place of birth.

Bring a copy of the Criminal History Record Information Requisition Form your school district will complete, date & sign and provide you.

Applicant's

Name: _____

Position Applied

for: _____

District: _____

Person to Receive

Results: _____

Street: _____

City: _____ **State:** _____

Zip: _____ **Phone:** _____