

# Fingerprinting Services

for Substitute Teachers  
in a School District



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)



## Need to be Fingerprinted to Work as a Substitute Teacher in a School System?

Under Connecticut General Statute 10-221(d) all substitute teachers of a school district need to be fingerprinted for a criminal history check. Substitute teachers will be continuously employed by such local or regional board of education as long as they are employed at least one day of each school year by such local or regional board of education.

## How Can EdAdvance Assist You?

EdAdvance will fingerprint substitute teachers and forward their fingerprint card to the proper state and federal authorities for processing a criminal history check. The substitute teacher's fingerprint results will be shared directly with the school district(s) 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](mailto: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 Substitute Teacher (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(s) will complete, date and 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 Substitute Teacher

What a substitute teacher will **need** to bring the day of fingerprint is listed in the box below. **Note:** The \$36 fee reflected below is for one school district. If you are being placed within 30 days to substitute teach in more than one school district, there will be an additional \$12 FBI fee for **each** additional school district.

**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 date and place of birth.**

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

### Substitute Teacher's

Name: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

District: \_\_\_\_\_

Person to Receive Results: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_