### What You Need to Do

# **Fingerprinting Services**

for District Staff
Employee in a
School



Litchfield Location
EdAdvance
355 Goshen Road
P.O. Box 909
Litchfield, CT 067590909

Danbury Location EdAdvance 50 Miry Brook Road Danbury, CT 06810 Phone: 860.567.0863

Phone: 860.567.0863

www.edadvance.org



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

Effective July 1, 1994 Public Act 94-221 requires that all newly hired employees of school districts be fingerprinted for a criminal history check, regardless of their position. District staff must be fingerprinted again each time they change school districts.

EdAdvance will fingerprint you and forward your fingerprint card to the proper state and federal authorities for processing a criminal history check. Your fingerprint results will be shared directly with the school reflected on your 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 x1116

Fax: 860.567-3381

Email: luchene@edadvance.org

## • Call EdAdvance

To make a fingerprint appointment at our Litchfield or Danbury location, call 860.567.0863. The office is open Monday - Friday 8:30 am - 4:30 pm.

# • Bring with you:

- Certified Bank Check or Money Order in the amount of \$37.25 made payable to EdAdvance. NOTE: Cash, Credit Card, Debit Card or Personal Check will NOT be accepted;
- Information regarding your full social security number, a government-issued photo ID, such as a current driver's license or passport, date of birth and the city and state you were born.
- Original of the completed, dated & signed Criminal History Record Information Requisition Form your school district will 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

Salisbury Norfolk Sharon Region 12

Sherman Bridgewater
The Gilbert School 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**

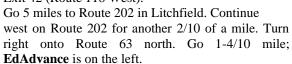
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#### LITCHFIELD LOCATION 355 GOSHEN ROAD

#### From the North or South

Take Route 8 to

Exit 42 (Route 118 West).



#### From the West

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

#### 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 LOCATION 50 MIRY BROOK ROAD

#### From the East

Merge onto I-84 East toward Danbury
Take Exit 3 for US-7 S toward Norwalk
Continue onto US-7 S
Take Exit 7 toward Danbury Airport
Use right lane to turn left onto Sugar Hollow Road
Take right onto Miry Brook Road
50 Miry Brook Road will be on the left

#### From the West

Merge onto I-84 West toward Danbury
Use the second from the left lane to take Exit 3
for US-7 S toward Norwalk
Continue onto US-7 S
Take Exit 7 toward Danbury Airport
Use right lane to turn left onto Sugar Hollow Road
Turn right onto Miry Brook Road
50 Miry Brook Road will be on the left

# EdAdvance Fingerprint Request Form for District Staff

Connecticut law requires local school systems to have all new employees, including substitute, temporary, and perdiem 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 a Certified Bank Check or Money Order in the amount of \$37.25 made payable to EdAdvance.

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

Come prepared with a government-issued photo ID, such as a current driver's license or passport, your full social security number, date of birth and the city & state you were born.

Bring aa original completed, dated & signed copy of the <u>Criminal History Record Information Requisition Form</u> your school district will complete and provide you.

| Applicant's Name:     |        |
|-----------------------|--------|
| Position Applied for: |        |
| District:             |        |
| Street:               |        |
| City:                 | State: |
| Zin: Phone:           |        |