

EdAdvance Fingerprint Requisition Form

PLEASE ARRIVE FIVE MINUTES EARLY TO
CHECK-IN WITH THE RECEPTIONIST.
LATE ARRIVALS ARE SUBJECT TO RESCHEDULING.

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 **CERTIFIED BANK CHECK or POSTAL MONEY ORDER made payable to EdAdvance** in the amount of **\$36.00**. If fingerprint confirmation is to be sent to districts outside of our membership area, please include an additional \$1.00 per district to cover additional expenses. Be prepared to supply a government-issued photo ID or a birth certificate, your social security number, & your date and place of birth. **CASH, CREDIT CARD, DEBIT CARD or PERSONAL CHECKS WILL NOT BE ACCEPTED.**

Applicant's
Name: _____

Position Applied For: _____

Hiring District: _____

Person to
Receive Results: _____

Street: _____

City: _____ State: _____

Zip: _____ Phone: _____

DIRECTIONS

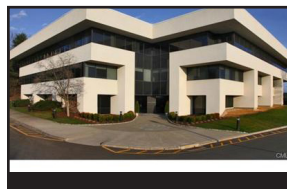
LITCHFIELD OFFICE: 355 GOSHEN ROAD



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 Rd/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 Rd
2nd right at the traffic light onto Mountainview Terrace
Turn left at the first driveway and follow around to the right.

Fingerprinting Services

for District Staff



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 be fingerprinted for a criminal history check, regardless of their position. District staff must be re-fingerprinted each time they change school districts.

How Can EdAdvance Assist You?

EdAdvance will process and forward your fingerprints and remittance to the proper state and federal authorities for a criminal history check, and notify the districts in EdAdvance's area, by which you have been hired, that you have been fingerprinted.

Once received, EdAdvance will inform the district of the results of your criminal history check only when a problem exists.

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 our Danbury office 203.791.1904 to schedule an appointment in Danbury.
- Bring with you:
 - Fingerprint Requisition Form (located on the back of this brochure);
 - Certified Bank Check or Money Order in the amount of \$36.00, made payable to EdAdvance; and,
 - Information regarding your social security number, a government-issued photo ID or a birth certificate, & date and place of birth.

For More Information, Contact:

Nancy Luchene
 355 Goshen Road • P.O. Box 909
 Litchfield, CT 06759-0909
 Phone: 860.567.0863 x116 • Fax: 860.567.3381
 Email: luchene@edadvance.org

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