Fingerprinting Services
_to School District Staff Employed to Work in a School_

Need to be Fingerprinted to Work in a School District’s School?

You may call our main office number 860.567.0863 to schedule a fingerprint appointment at our Litchfield or our Bethel location. Our office is open Monday - Friday 8:15 am - 4:15 pm.

Your school district will provide you with a Service Code and LINK so you may pre-register before your scheduled fingerprint appointment.

EdAdvance’s fingerprint technician will fingerprint you and mail your completed fingerprint card to the Department of Emergency Services and Public Protection in Middletown to process a state and federal criminal history background check. Your school district will retrieve your fingerprint results via a secured Web Portal.

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

What You Need to Do

- **Make a Fingerprint Appointment**
  Call our main office number 860.567.0863 to make a fingerprint appointment at our Litchfield or Bethel location. The office is open Monday - Friday 8:15 am - 4:15 pm.

- **Pre-Register Before Your Fingerprint Appointment:**
  - Your school district will provide you with a Service Code and LINK to pre-register. Note: You will need to pay for the FBI fee and State fee, if applicable, when you pre-register.
  - Upon completion of pre-registration you will receive an email consisting of a document that has a Tracking Number & Bar Code. Print this email with document and bring it to your fingerprint appointment. This document is needed to include in the mailing of your fingerprint card in order to process a background check.

- **EdAdvance’s Processing Fee**
  You will need to get a Money Order payable to EdAdvance for $30. Please bring this payment to your fingerprint appointment.

- **Government-Issued Photo ID**
  Bring a current photo ID (driver’s license or passport) to your fingerprint appointment.
EdAdvance's Membership School Districts Providing Fingerprinting Services

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

Two Fingerprint Locations

EdAdvance
355 Goshen Road
Litchfield, CT

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Check-off List
Day of Scheduled Fingerprint Appointment

√ Please bring to your fingerprint appointment a hardcopy printout of the pre-registered document that was emailed to you after you pre-registered. NOTE: This document has your name, Tracking Number and Bar Code on it.

√ Please bring a current government-issued photo ID, such as a driver's license or passport, know your full social security number, your birth date and city & place you were born.

√ Bring a Money Order payable to EdAdvance in the amount of $30 for EdAdvance’s processing fee.*

*Only applies if your school district did not make an alternative payment arrangement with EdAdvance regarding their processing fee.

Applicant's
Name:____________________________

Position Hired for:________________________

District:____________________________

Bethel Location
Workspace CT
16 Trowbridge Drive
Bethel, CT 06801

√ Please bring to your fingerprint appointment a hardcopy printout of the pre-registered document that was emailed to you after you pre-registered. NOTE: This document has your name, Tracking Number and Bar Code on it.

√ Please bring a current government-issued photo ID, such as a driver's license or passport, know your full social security number, your birth date and city & place you were born.

√ Bring a Money Order payable to EdAdvance in the amount of $30 for EdAdvance’s processing fee.*

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