

Fingerprinting Services

for District Staff
Employee in a
School



Litchfield Location

EdAdvance
355 Goshen Road
P.O. Box 909
Litchfield, CT 06759-0909
Phone: 860.567.0863

Danbury Location

EdAdvance
50 Miry Brook Road
Danbury, CT 06810
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

What You Need to Do

- 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

LITCHFIELD LOCATION: 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 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 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 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 an original completed, dated & signed copy of the Criminal History Record Information Requisition Form your school district will complete and provide you.

Applicant's Name: _____

Position Applied for: _____

District: _____

Street: _____

City: _____ **State:** _____

Zip: _____ **Phone:** _____