

Wolcott Public Schools

1488 WOODTICK ROAD • WOLCOTT, CONNECTICUT 06716
TELEPHONE (203) 879-8180 • FAX (203) 879-8011



Fingerprinting Process

Connecticut State Law (State Statute Number 10-151) and Public Act 93-328 requires all employees hired by a board of education be fingerprinted for national (Federal Bureau of Investigation) and state background checks. **Each employee has within 30 days of his/her hire date to complete the process or employment will be terminated. Wolcott Public Schools also requires volunteers to be fingerprinted for national and state background checks. The 30-day limit also applies to volunteers or they will not be allowed to volunteer. *Applicant's Privacy Rights are attached.**

Process:

*Sign and return the attached Applicant's Privacy Rights Acknowledgement Form along with fingerprint cards and processing fees.

- (1) On the Green card provided by Wolcott Public Schools, you must enter your last, first, and middle name, maiden name or alias, complete mailing address, social security number, citizenship, date and place of birth, and personal information (sex, race, height, weight, and hair and eye color), and signature.
 - ✓ The spaces for OCA, FBI, and MNU numbers may be left blank if you do not have one of those numbers.
 - ✓ The Green card is double sided, be sure to complete both sides. On the last line please list an emergency contact.
 - ✓ Cards with otherwise missing or incomplete information will be rejected.
- (2) Take the Green card to your local police department in the town where you live or to an agency authorized to take fingerprints (the agency may charge an additional fee).

Make certain hands are clean; do not use any creams or lotions before having prints taken. Individuals with fingerprints that are difficult to read may have to undergo this process more than one time.

Do not fold or bend the card or you will have to undergo this process more than one time.

You must present at least one form of picture identification to the organization taking the fingerprints.

- (3) Once you have filled out both sides of the Green card and you have been fingerprinted, return them to the Wolcott Public Schools Business Office with a **money order/ bank check for the appropriate fee(s).**

Employee Fee - \$13.25 money order/bank check made payable to: "Treasurer – State of CT"

Volunteer Fees – (two separate payments required)

Each money order/bank check made payable to: "Treasurer – State of CT"

- \$11.25 money order/bank check for Federal Background Check
- \$75.00 money order/bank check for State Criminal Conviction History

***Each volunteer fee requires a separate money order/bank check both should be made payable to: "Treasurer – State of CT".**

No cash or personal checks are allowed, must be a money order or a bank cashier's check.