



To: Applicant  
From: Claudette J. Beamon, Director of Human Resources  
Re: Fingerprint Packet  
Date: July 1, 2011

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### PROCEDURES FOR APPLICANTS

1. You have applied for employment in a school district that cooperates with Area Cooperative Educational Services (ACES - a Regional Educational Service Center). ACES is a centralized registry for fingerprinting services. Please note, in accordance with the laws governing this process, ACES cannot give copies of fingerprints or fingerprint reports directly to applicants.

Please follow these instructions:

2. Call your local/designated police station to inquire about their fingerprinting schedule, fees and type of ID required.

Or, you may choose to be fingerprinted at ACES, 350 State Street, North Haven for **\$10.00, by appointment only, on Thursdays from 3:15-4:15 p.m.** This can be paid in cash or money order payable to "Mat Donarumo". Please call Madeline Torres at 203-498-6800 for an appointment.

3. Once you are fingerprinted, return the entire fingerprint packet **in person** to ACES, 350 State Street, North Haven. The fingerprint packet must include the following:
  - Complete and signed fingerprint cards
  - Request for fingerprinting form
  - Photo ID (drivers license or passport)
  - A Processing fee of **\$43.25\*** (non-refundable) by certified check or money order made payable to ACES. **Personal checks cannot be processed.**

If you are unable to return the fingerprint packet to ACES in person, then you must submit the complete packet to your school district and they will send it to ACES. ***If the school district submits the fingerprint packet, your photo ID will be verified by the sending district.***

4. Once ACES receives the fingerprint packet, the requested school district will be notified in writing. **Future requests will only be accepted in writing.**

\* Note: The processing fee of \$43.25 includes the fee implemented by the State of Connecticut Department of Public Safety effective October 1, 2007.



To: Member Districts  
From: Claudette J. Beamon, Director of Human Resources  
Date: July 1, 2011  
Subject: **Fingerprinting Fee and Procedures 2011-2012**

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**Please begin to distribute this revised packet effective July 1, 2011.** If you have any questions, please contact Madeline Torres at 203 498-6800 or [mtorres@aces.org](mailto:mtorres@aces.org).

Thank you in advance for your cooperation.

**The procedures for the 2011-2012 school year are as follows:**

- The fingerprinting cards should have ACES HR Director's name and address indicated in the appropriate boxes. Enclosed are copies of the State and FBI cards to be used as examples.
- Fingerprinting services are available at ACES, 350 State Street, North Haven on Thursdays from 3:15-4:15 p.m. by appointment only. Applicant may choose to go to their designated police department or use the fingerprint services at ACES. If they elect to be printed by ACES in-house person, the fee is **\$10.00** payable to "Mat Donarumo" in cash or money order.
- Regardless of where applicants are printed, they should return the entire fingerprint packet **in person** to ACES, 350 State Street, North Haven. The fingerprint packet must include: **1).** completed and signed fingerprint cards **2).** request for fingerprinting form **3).** a photo ID and **4).** **\$43.25** (non-refundable) fee payable to "ACES" **by certified bank check or money order** for processing the fingerprints. **Personal checks cannot be processed.**
- ACES will notify the district in writing regarding the date the fingerprinting was done for potential employees. ACES will **only** notify the district again if information comes back to us indicating a potential employee has a criminal record.
- If the applicant for employment is unable to bring the packet to ACES, then a member district can submit the packet to: ACES-Fingerprinting Services, 350 State Street, North Haven, CT 06473. **Note:** The school district must ensure that all the required paperwork is included: **1).** completed and signed fingerprint cards **2).** request for fingerprinting form **3).** the photo ID verified by the submitting district **4).** \$43.25 non-refundable fee payable to ACES by certified check or money order. **Personal checks cannot be processed.**
- With respect to students fingerprinted for internships and student teaching experiences, ACES will send member districts a monthly report that includes students' names, date fingerprinted, date of birth, and the college/university where the student attends.



**REQUEST FOR FINGERPRINTING**  
**(Requests accepted only in writing)**

School District: \_\_\_\_\_

School District Representative: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Applicant's Home Telephone#: \_\_\_\_\_

#1  The above applicant has been offered employment with the BOE for the 2011-2012 school year. We are directing that he/she go to his/her designated police department or ACES (by appointment only) for fingerprinting and the required criminal background check. At the completion of the fingerprinting process, the applicant will return the packet to ACES-Fingerprinting Services, 350 State Street, North Haven (203-498-6800).

#2  The above applicant has been offered employment with the BOE for the 2011-2012 school year and has informed us that he/she has been fingerprinted for the 2011-2012 school year and that those fingerprints were sent to ACES. We are requesting verification of fingerprinting and notification of the results of the criminal background check.

**If the applicant's fingerprints and criminal background check are not current, the it is the discretion of the individual school to accept or reject the results.**

I have been fingerprinted for the 2011-2012 school year and request that the above named school district be given a copy of the criminal background check (to be signed immediately when #1 or #2 is checked or completed).

\_\_\_\_\_  
Applicant Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date