



## REQUEST FOR FINGERPRINTING

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

District Representative name and title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email \_\_\_\_\_ Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Applicant Informaion: \_\_\_\_\_ Position \_\_\_\_\_

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

Telephone#: \_\_\_\_\_ Email: \_\_\_\_\_

The above applicant has been offered a position for the 2017-2018 school year. We are requesting he/she be fingerprinted and a background check be done under the appropriate statue.

### **School nurse and Nurse Practitioner Applicants – Statutory Authority: CGS 10-212**

- ☐ This applicant is applying to be a school nurse and nurse practitioner and will be appointed by or under contract with A local or regional BOE. **Federal Fee Only \$12.00**

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### **BOE APPLICANTS – Statutory Authority: CGS 10-221d**

**Federal Fee Only \$12.00**

- ☐ This applicant has been **hired by the BOE.**

**Applicant cannot be hired by the town because this is a local or regional board of education statute.**

- ☐ This applicant has been placed within a school under a public assistance employment program.
- ☐ This applicant is employed by a provider of supplemental services, pursuant to the No Child Left Behind Act. **The provider has been approved by the State Department of Education.**
- ☐ This applicant is in a nonpaid, noncertified position completing preparation requirments for the issuance of an educator certificate and will be performing a service involving direct student contact **within thirty days.**
- ☐ This applicant is applying to be a substitute teacher and a background check must be completed within one year prior to the date of employment.

**Substitute teachers shall be deemed to be continuously employed by a local regional board of education if they are employed at least one day of each school year by such local or regional BOE.**

- ☐ This applicant is employed by a local or regional BOE as a teacher for a noncredit adult class or adult education activity and is not required to hold a teaching certificate for his or her position.

**If applicant does not meet ONE of these catagories, then they must be fingerprinted under a Federal Statue For Volunteers. (AWA – NCPA/VCA) for fees consult your Fingerprinting guide.**

**\*\*\*In addition to these fees, aces charges \$24.00 processing fee. An additional \$12.00 fee will be charged to use our fingerprint technician.**

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## Agency Privacy Requirements for Noncriminal Justice Applicants

- Officials must provide to the applicant written notice<sup>1</sup> that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the job, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- Officials must advise the applicant that procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- Officials should not deny the job, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.<sup>2</sup>

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>1</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

**By signing this document I acknowledge I have read and have been given a copy of the Agency Privacy Requirements for Noncriminal Justice Application.**

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicants Name

\_\_\_\_\_  
Staff initial

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