**Fingerprinting Services for a Contractor Hired by a School District**

As a paid contractor hired by a school district you are required to be fingerprinted under Federal Statute, Adam Walsh Child Protection Act & Safety Act Contractor “AWA Contractor”. 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 district reflected on your fingerprint card by the State Police Bureau of Identification “SPBI”.

To make your fingerprint appointment at our Litchfield or Danbury location, call 860.567.0863. The office is open (Monday – Friday) 8:30 am – 4:30 pm.

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**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

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**Please bring with you:**

- Certified Bank Check or Money Order in the amount of $112.25 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 & state you were born;
- Letter dated & signed from your school district on their letterhead indicating your name, your date of hire, your position with authorized statute, AWA.
- Original of the completed, dated & signed Criminal History Record Information "CHRI" Requisition Form the school district will provide you with appropriate federal statute.
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

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**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:**
103 Miry Brook Road (The ACCESS Program)

**From the East**
1-84E toward Danbury take Exit 1 Saw Mill Road
Turn right onto Saw Mill Road
Continue onto Ridgebury Road
Turn left onto George Washington Highway
George Washington Highway turns right and becomes Miry Brook Road
103 Miry Brook Road (The ACCESS Program) is on the left

**From the West**
1-84W toward Danbury Newtown Road/US-6W,
Take Exit 3 on left South US-7 S toward Norwalk
Take Exit 8 for Park Avenue
Keep left at fork, follow signs to Backus Avenue
Proceed straight onto Miry Brook Road
103 Miry Brook Road (The ACCESS Program) is on the right

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Please bring a Certified Bank Check or Money Order in the amount of $112.25 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 of the Criminal History Record Information Requisition Form your school district will complete and provide you.

A letter dated & signed from your school district on their letterhead indicating your name, date of hire, your position with authorized statute, AWA.

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**Contractor's**
Name:________________________

**District:**________________________

**Street:**________________________

**City:**________________________State:________________________

**Zip:**________Phone:________________________