Fingerprinting Services for Magnet School Employees

What You Need to Do

Need to be Fingerprinted to Work in a Magnet School?

You may call our main office number 860.567.0863 x1110 to schedule a fingerprint appointment at our Litchfield or our Bethel location. Our office is open Monday - Friday 8:15 am - 4:15 pm.

Your school will provide you with a LINK and Service Code so you may pre-register before your scheduled appointment.

EdAdvance’s fingerprint technician will fingerprint you and mail your completed fingerprint card to the Department of Emergency Services and Public Protection in Middletown to process a state and federal criminal history background check. Your school will retrieve your fingerprint results via a secured Web Portal.

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

- **Make a Fingerprint Appointment**
  Call our main office number 860.567.0863 x1110 to make a fingerprint appointment at our Litchfield or Bethel location. The office is open Monday - Friday 8:15 am - 4:15 pm.

- **Pre-Register Before Your Fingerprint Appointment:**
  - Your school will provide you with a LINK and Service Code to pre-register.
  - Upon completion of your pre-registration you will receive an email from CCHRS consisting of your Name, Applicant Tracking Number & Bar Code. Print this email out in hardcopy and bring it to your fingerprint appointment. Note: This email needs to be included in the mailing of your completed fingerprint card in order to process a criminal history background check.

- **EdAdvance’s Processing Fee**
  You will need to get a Money Order payable to EdAdvance for $30. Please bring this payment to your fingerprint appointment.

- **Government-Issued Photo ID**
  Bring a current photo ID (driver’s license or passport) to your fingerprint appointment.
EdAdvance's Membership School Districts Providing Fingerprinting Services

Barkhamsted
Bethel
Brookfield
Canaan
Colebrook
Cornwall
Danbury
Kent
Litchfield
New Fairfield
New Milford
Newtown
Norfolk
North Canaan
Plymouth
Salisbury
Sharon
Sherman
The Gilbert School
Thomaston
Torrington
Watertown
Winchester

Region 1
Canaan
Cornwall
Kent
North Canaan
Salisbury
Sharon

Region 6
Goshen
Morris
Warren

Region 7
Barkhamsted
Colebrook

Region 12
Bridgewater
Roxbury
Washington

Region 14
Bethlehem
Woodbury

Region 15
Middlebury
Southbury

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Litchfield Location
EdAdvance
355 Goshen Road
Litchfield, CT
860.567.0863

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Check-off List
Day of Scheduled Fingerprint Appointment

√ Please bring to your fingerprint appointment a hardcopy printout of the email from CCHRIS you would have received after you pre-registered. NOTE: This email has your Name, Applicant Tracking Number and Bar Code on it.

√ Please bring a completed, dated and signed copy of the Volunteer and Employee Criminal History System Waiver and Consent Form that your school will provide you.

√ Please bring a current government-issued photo ID, such as a driver's license or passport, know your full social security number, your birth date, and city & state/country you were born.

√ Bring a Money Order payable to EdAdvance in the amount of $30 for EdAdvance's processing fee.*

*Only applies if your school did not make an alternative payment arrangement with EdAdvance regarding their processing fee.

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Applicant's Name: ________________________________

Position Hired for: ________________________________

Magnet School: ________________________________

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