Fingerprinting Services
for Private School Employees

What You Need to Do

Need to be Fingerprinted to Work in a Private 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 Service Code and LINK 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 hard copy 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 $45. 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 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

EdAdvance's Membership School Districts Providing Fingerprinting Services

Barkhamsted Region 1
Bethel Canaan
Brookfield Cornwall
Canaan Kent
Colebrook North Canaan
Cornwall Salisbury
Danbury Sharon
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

Litchfield Location
EdAdvance
355 Goshen Road
Litchfield, CT 860.567.0863

Bethel Location
WorkSpaceCT
16 Trowbridge Drive
Bethel, CT 06801
860.791.1904

Check-off List
Day of Scheduled Fingerprint Appointment

✓ Please bring to your fingerprint appointment a hardcopy printout of the email from CCHRS 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 $45 for EdAdvance’s processing fee.*

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

Position Hired for: __________________________

Private School: __________________________