Fingerprinting Services

to School District
Staff Employed to
Work in a School

Need to be Fingerprinted to Work in a School District’s 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 district 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 district 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 district will provide you with a LINK and Service Code to pre-register.

  Upon completion of pre-registration you will receive an email from CCHRS consisting of a Tracking Number & Bar Code. Print this email out in hardcopy and bring it to your fingerprint appointment. This email needs to be included in the mailing of your fingerprint card in order to process a 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 Region 1
Bethel Canaan
Brookfield Cornwall
Canaan Kent
Colebrook North Canaan
Cornwall 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

Two Fingerprint Locations

Litchfield Location
EdAdvance
355 Goshen Road
Litchfield, CT
860.567.0863

Bethel Location
Workspace CT
16 Trowbridge Drive
Bethel, CT 06801
203.791.1904

Check-off List
Day of Scheduled Fingerprint Appointment

Please bring to your fingerprint appointment a hardcopy printout of the pre-registered document that was emailed to you from CCHRS after you pre-registered. NOTE: This email has your name, Tracking Number and Bar Code on it.

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 district did not make an alternative payment arrangement with EdAdvance regarding their processing fee.

Applicant's
Name: __________________________

Position Hired
for: __________________________

District: __________________________