Fingerprinting Services
for Charter School Employees

Need to be Fingerprinted to Work in a Charter School?

To schedule a fingerprint appointment at our Litchfield or our Bethel location, you can book an appointment on our website: edadvance.org/fingerprinting

Your school will provide you with a LINK and Service Code so you may pre-register before your scheduled fingerprint 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**
  To schedule a fingerprint appointment at our Litchfield or our Bethel location, you can book an appointment on our website: edadvance.org/fingerprinting

- **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**
  Payments can be made using a credit card, debit card, or a money order payable to EdAdvance for $30. Please bring this payment method 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
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
Region 2
Region 3
Region 4
Region 5
Region 6
Region 7
Region 8
Region 9
Region 10
Region 11
Region 12
Region 13
Region 14
Region 15
Region 16

Litchfield Location
EdAdvance
355 Goshen Road
Litchfield, CT
860.567.0863

Two Fingerprint Locations

Bethel Location
WorkSpaceCT
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 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 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 credit card, debit card, or 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.

Applicant's
Name: __________________________

Position Hired for: ________________________________

Charter School: ________________________________