

# Fingerprinting Services

## for Private School Employees



**Litchfield Location**  
EdAdvance  
355 Goshen Road  
Litchfield, CT  
06759  
860.567.0863

**Bethel Location**  
WorkSpace<sup>CT</sup>  
16 Trowbridge Drive  
Bethel, CT  
06801  
203.791.1904

**www.edadvance.org**



### Need to be Fingerprinted to Work in a Private School?

To schedule a fingerprint appointment at our Litchfield or our Bethel location, you can book an appointment on our website: [edadvance.org/fingerprinting](https://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](mailto: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](https://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 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: \$45**  
Payments can be made using a credit card, debit card, or a money order payable to EdAdvance for **\$45**. 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'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

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## Two Fingerprint Locations



### Litchfield Location **EdAdvance** **355 Goshen Road** **Litchfield, CT** **860.567.0863**



### Bethel Location **WorkSpace<sup>CT</sup>** **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 credit card, debit card, or 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: \_\_\_\_\_