

Fingerprinting Services

to School District
Staff Employed to
Work in a School



Litchfield Location

EdAdvance
355 Goshen Road
Litchfield, CT
06759
860.567.0863

Bethel Location

WorkSpace^{CT}
16 Trowbridge Drive
Bethel, CT
06801
203.791.1904

www.edadvance.org



Need to be Fingerprinted to Work in a School District's 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 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: \$30**
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'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

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

Applicant's
Name: _____

Position Hired
for: _____

District: _____