

Fingerprinting Services

for Charter School Employees



Litchfield Location
EdAdvance
355 Goshen Road
Litchfield, CT
06759
860.567.0863

www.edadvance.org



Need to be Fingerprinted to Work in a Charter School?

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

Your school will provide you with a **LINK** and their **Service Code** so you may pre-register before your scheduled fingerprint appointment.

EdAdvance's fingerprint technician will fingerprint you via the LiveScan Fingerprint machine 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
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Email: luchene@edadvance.org

What You Need to Do

- **Make a Fingerprint Appointment**
To schedule a fingerprint appointment at our Litchfield 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 their **Service Code** to pre-register.
 - Upon completion of pre-registration you will receive an email from CCHRS consisting of an Applicant Tracking Number & Bar Code. Print this email out in hardcopy and bring it to your fingerprint appointment.
- **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 | 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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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, Applicant Tracking Number and Bar Code on it.

✓ Please bring a current government-issued photo ID, such as a driver's license or passport.

✓ 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:** _____

**Charter
School:** _____

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