

# Fingerprinting Services

to School District  
Staff Employed to  
Work in a School



Litchfield Location  
EdAdvance  
355 Goshen Road  
Litchfield, CT  
06759

Bethel Location  
WorkSpaceCT  
16 Trowbridge Drive  
Bethel, CT  
06801

[www.edadvance.org](http://www.edadvance.org)



## Need to be Fingerprinted to Work in a School District's School?

You may call our main office number **860.567.0863** 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 **Service Code** and **LINK** 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 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](mailto:luchene@edadvance.org)

## What You Need to Do

- **Make a Fingerprint Appointment**  
Call our main office number **860.567.0863** 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 **Service Code** and **LINK** to pre-register. Note: You will need to pay for the FBI fee and State fee, if applicable, when you pre-register.
  - Upon completion of pre-registration you will receive an email consisting of a document that has a Tracking Number & Bar Code. Print this email with document and bring it to your fingerprint appointment. This document is needed to include 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
Cornwall	North Canaan
Colebrook	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
Redding	Norfolk
Salisbury	Region 12
Sharon	Bridgewater
Sherman	Roxbury
Thomaston	Washington
Torrington	Region 14
Watertown	Bethlehem
Winchester	Woodbury
	Region 15
	Middlebury
	Southbury

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## Two Fingerprint Locations



**EdAdvance  
355 Goshen Road  
Litchfield, CT**



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

## 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 after you pre-registered. NOTE: This document 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 & place 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:** \_\_\_\_\_