Need to be Fingerprinted to Work as a School Employee in a School System?

Effective July 1, 1994 Public Act 94-221 requires that all newly hired employees of school districts be fingerprinted for a criminal history check, regardless of their position. District staff must be fingerprinted again each time they change school districts.

How Can EdAdvance Assist You?

EdAdvance will process and forward your fingerprints and remittance to the proper state and federal authorities for a criminal history check, and notify the district in EdAdvance's area, by which you have been hired, that you have been fingerprinted.

Once received, EdAdvance will inform the district of the results of your criminal history check only when a problem exists.

For More Information, Contact:

Nancy Luchene
EdAdvance
355 Goshen Road – P.O. Box 909
Litchfield, CT 06759-0909
Phone: 860.567.0863 x116
Fax: 860.567-3381
Email: luchene@edadvance.org

www.edadvance.org

What You Need to Do

- Call EdAdvance
  To make a fingerprint appointment at our Litchfield or Danbury location, you may call our Litchfield office 860.567.0863 to schedule an appointment in Litchfield or call our Danbury office 203.791.1904 to schedule an appointment in Danbury. Both offices are open Monday - Friday 8:30 am - 4:30 pm. The receptionist at both locations have access to the fingerprint appointment calendar.

- Bring with you:
  - Certified Bank Check or Money Order in the amount of $37.25 made payable to EdAdvance; NOTE: Cash, Credit Card, Debit Card or Personal Check will NOT be accepted;
  - Information regarding your full social security number, a government-issued photo ID, such as a current driver’s license or passport, birth date and place of birth.
  - Copy of the completed, dated & signed Criminal History Record Information Requisition Form your school district will provide you.
EdAdvance's Fingerprint Registry Includes

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

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

DIRECTIONS

LITCHFIELD OFFICE:  
355 GOSHEN ROAD

From the North or South
Take Route 8 to
Exit 42 (Route 118 West).
Go 5 miles to Route 202 in Litchfield. Continue
west on Route 202 for another 2/10 of a mile. Turn
right onto Route 63 north. Go 1-4/10 mile; EdAdvance is on the left.

From the West
Take Route 202 to Litchfield. Turn left onto Route 63 north. Go 1-4/10 mile; EdAdvance is on the left.

From the East (Hartford)
Take I-84 to Exit 39 (Farmington. Follow Route 4
west through Farmington, Unionville, Burlington,
and Harwinton. Follow Route 118 west, going
straight through the stop light at the Catholic Church
in Harwinton. Go 5 miles to Route 202 in Litchfield.
Continue west on Route 202 for another 2/10 of a
mile. Turn right onto Route 63 north. Go 1-4/10 mile; EdAdvance is on the left.

DANBURY OFFICE:
4 MOUNTAINVIEW TERRACE

From the East
1-84W toward Danbury Newtown Road/US-6W,
Exit 8 toward Bethel 2nd right at the traffic light,
onto Mountainview Terrace.
Turn left at the first driveway and follow around to the right.

From the West
I-84E/US-6 E toward Waterbury/New Milford
Take Exit 8 for US-6 East toward Bethel
Bear left onto US-6W/Newtown Road
2nd right at the traffic light onto Mountainview Terrace
Turn left at the first driveway and follow around to the right

EdAdvance Fingerprint Request Form for District Staff

Connecticut law requires local school systems to have all new employees, including substitute, temporary, and per-
diem employees, fingerprinted as a condition of employment. Therefore, you can make an appointment at EdAdvance
to be fingerprinted by following the instructions listed in this brochure.

Please bring a Certified Bank Check or Money
Order in the amount of $37.25 made payable to EdAdvance.

NOTE: Cash, Credit Card, Debit Card or
Personal Check will NOT be accepted.

Come prepared with a government-issued
photo ID, such as a current driver's license or passport, your full social security number, &
birth date and place of birth.

Bring a completed, dated & signed copy of the
Criminal History Record Information
Requisition Form your school district will
provide you.

Applicant's
Name: __________________________

Position Applied
for: __________________________

District: __________________________

Street: __________________________

City: __________________________State: __________

Zip: ______ Phone: ________________