

Flagler County Public Schools

1769 East Moody Drive, Bunnell, FL 32110

(386) 586-2391

(386) 586-2396 (fax)

www.flaglerschools.com

Authorization to Fingerprint Applicant

The following individual has been identified as a probable hire by the department indicated.
Please fingerprint this applicant:

Applicant's Name	_____
Tentative Position Hired For:	_____
Department:	_____
Company/Vendor	_____
Hiring Administrator's Signature:	_____
Full Time _____ Temporary _____ Substitute _____ As Needed _____ #Hours _____	

All employees in the Flagler Public School District are required to be fingerprinted prior to beginning work and receiving a paycheck. **Pay is not initialized until the fingerprints are submitted and cleared and all paperwork is completed.**

Fingerprints will be taken by the Flagler County Public Schools Human Resources Department located at the Government Services Building (1769 East Moody, Bunnell). Fingerprint days/hours are as follows:

Time of Year	Fingerprinting Days/ Hours
School Year	Monday - Friday 8:00 a.m. – 12:00 pm 1:00 pm – 3:30 pm
Summer	Monday - Thursday 8:00 a.m. – 12:00 pm 1:00 pm – 3:30 pm
<i>Office Hours – 7:30 a.m. – 4:00 p.m. (M-F)</i>	

When you come to be fingerprinted, bring the following:

- ✓ **Fingerprint Authorization Form** with the backside filled out. If you are a new employee, this form must be signed by a hiring administrator.
- ✓ **Sixty-one dollar (\$61.00) payment** for fingerprinting. **We do not accept cash or checks.** Acceptable forms of payment are:
 - *Money Order* – Make payable to "Fingerprinting Services"
 - *Credit or Debit Card* – Call 877.357.7456 or go to www.flprints.com to make your payment. You will be issued a confirmation number and must bring that number when you get fingerprinted. **Credit/debit payments should be made before coming to the HR Office.**

Fingerprint Information

Name _____
Last First Middle

Social Security Number: ___-___-___ US Citizen: Circle One: Yes No

Aliases AKA _____

Date Of Birth _____ Place of Birth _____
Month/Day/Year

Race: Circle One: Asian Pacific Islander Caucasian Latino African American
Native American (American Indian, Eskimo, Alaska Native) Unknown

Sex: Circle One: Male Female

Hair Color: _____ Eye Color: _____

Height: ___ft. ___in. Weight: _____ pounds

Missing Digits: _____

Address: _____

Phone Number: _____

For office use only

Money Order: Bank _____ # _____

Credit Card Confirmation #: _____

Cathy _____
Chris _____
Dawn _____
Paula _____

Brenda _____
Doris _____
Phyllis _____
Lisa _____