



Flagler County Schools
Human Resources Department
 Fingerprint Authorization for Substitutes

All substitute 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 fingerprints are submitted and cleared; all required paperwork has been received; applicant has attended the required orientation; and applicant has been approved by the board.**

Fingerprints will be taken by the Flagler County Public Schools Human Resources Department located at the Government Services Building (1769 East Moody, Bldg. #2, Bunnell, FL).

FINGERPRINTING HOURS OF OPERATION		
Time of Year	Days	Hours
School Year	M, W, F	8:00 am – 12:00 pm 1:00 pm – 3:30 pm
	T, TH	8:00 am – 12:00 pm 1:00 – 4:00m
Summer	M-F	8:00 am – 12:00 pm 1:00 pm – 3:30 pm

Cost: \$57.25

Acceptable forms of payment:

- *Credit or Debit Card* – You may pay **by phone, call 877.357.7456 OR via internet at www.flprints.com**. You will be issued a confirmation number and must bring that number when you get fingerprinted. Payments should be made PRIOR to coming to the office.
- *Money Order* – Make payable to “**Fingerprinting Services**”

WHEN YOU COME TO BE FINGERPRINTED, YOU MUST BRING THE FOLLOWING WITH YOU:

- ✓ **Fingerprint Information Form** filled out.
- ✓ **Proof of Payment** in one of the following ways:
 - **The confirmation number** you will receive when you pay by phone (toll free) or by internet.
 - **Money order** in the amount of \$57.25 payable to Fingerprinting Services.



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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 Black White Native American Unknown

Sex: Circle One: Male Female

Hair Color: _____ Eye Color: _____

Height: ____ ft. ____ in. Weight: _____ pounds

Missing Digits (fingers): _____

Address: _____

Phone Number: _____

Money Order: Bank _____ # _____

Credit Card Confirmation # _____ Date _____ Init _____

Fingerprinted by: _____
(Initials)