



Flagler County Schools **Human Resources Department** Instructions for Fingerprinting

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, 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 – 4:00 pm
Summer	M-F	8:00 am – 12:00 pm 1:00 pm – 3:30 pm

When you come to be fingerprinted, bring the following:

- ✓ **Fingerprint Authorization Form** filled out.
- ✓ **The confirmation number you will receive when you pay by phone** (toll free) or **by internet**.

The cost is **Fifty-Seven dollars and twenty-five cents (\$57.25)**. Acceptable forms of payment are:

- *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**”



Flagler County Schools
Human Resources Department
Fingerprint Form

Fingerprint Information

Name _____
Last First Middle

Social Security Number: ____-____-____ US Citizen: Yes No

Aliases AKA _____

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

Race: Asian Black White Native American Unknown

Sex: 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)



Flagler County Schools **Human Resources Department**

If you are coming from Belle Terre Parkway, turn right on to Route 100 heading West towards Bunnell. You will see a silver water tower that says Bunnell on it. Our driveway is directly across the street from the silver water tower. We are in the second large building (bldg.2) with the round dome (green) roof.

If you are coming from (north of Bunnell) Palm Coast using Route 1 through Bunnell, turn left onto Moody Blvd. and heading East, turn right into the driveway directly across the street from the silver water tower. We are in the second large building (bldg.2) with the round dome (green) roof.

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