

Lisbon School District

STEPS FOR FINGERPRINTING

HOW TO MAKE AN APPOINTMENT FOR FINGERPRINTING:

To schedule an appointment for fingerprinting, please call EASTCONN at (860) 455-0707.

WHAT TO BRING WITH YOU TO THE FINGERPRINT APPOINTMENT:

- Two (2) forms of identification, one being a photo ID
- The “Request for Fingerprinting” form from the district(s)
- **A money order or certified bank check** made payable to **EASTCONN** for the amount of **\$48.00**. This fee covers the processing required by the State as well as LEARN’s fee to cover additional processing as required by changes in the Connecticut State statutes.

WHERE FINGERPRINTING SESSIONS ARE HELD:

EASTCONN
376 Hartford Turnpike
Hampton, CT 06247
(860) 455-0707

DIRECTIONS:

From Lisbon:

Take Rte. 169 towards Brooklyn.
Take left onto Rte. 6
Destination: 376 Hartford Turnpike, Hampton, CT 06247

Alternate #1 Route From Lisbon:

Take Rte. 169 to Canterbury.
Take left onto Rt. 14 to Scotland.
Take Rte. 97 to Rte. 6
Take left onto Rte. 6
Destination: 376 Hartford Turnpike, Hampton, CT 06247

Alternate #2 Route From Lisbon:

Take Rte. 138 to Baltic.
Take right onto Rte. 97 to Scotland.
At Intersection, take right onto Rte. 14 then left onto Rte. 97.
Follow to Rte. 6.
Take left onto Rte. 6
Destination: 376 Hartford Turnpike, Hampton, CT 06247

EASTCONN Fingerprinting Services

Contact Angela Seretny, 860-455-1550 or Janet Smith, 860-455-1554

Human Resources Office hours: 8:30 a.m. - 4:00 p.m.

Frequently Asked Questions:

When can I be fingerprinted?

Fingerprinting is done by appointment only. Appointments are available on Tuesday and Thursday mornings. Please call 860-455-0707 to schedule an appointment.

What must I bring with me to my appointment?

* **Two forms of identification**, one of which must be a photo ID. Other IDs may be your license, social Security card, birth certificate, passport or student ID.

***Payment:** \$48.00; Cash or check only. Write checks payable to EASTCONN.

Why do I need to be fingerprinted?

Connecticut law requires local school systems to have all new employees, including substitute teachers, fingerprinted for state and national criminal history checks.

I would like to apply to multiple schools. What is the process?

EASTCONN will fingerprint you and maintain your information in our Registry. We will send your information to the schools of your choice. You must then apply individually to the schools you wish to be employed with.

Can my fingerprint results be shared with other Regional Educational Service Centers (RESCs) or school districts?

YES. A written request must be submitted to the fingerprinting office that includes your name, address, Social Security #, school districts you wish us to notify and your signature.

I was fingerprinted for a single school district. Can my results be shared with other school districts?

No. School districts are not authorized to share with other districts.

I worked for a school district last year. I will be working in a new district this year. Do I need to be fingerprinted again?

Yes, within 30 days of your employment date.

I worked for one week at a school district and will be working again this year. Do I need to be fingerprinted again?

No. By working at least one day, you are considered a continuous employee for that district.

Lisbon School District

REQUEST FOR FINGERPRINTING

District: Lisbon School District

District Representative: Debra Gozzo **District Phone No.:** 860-376-5565

Applicant Name: _____ **S.S.#:** _____

#1 _____ The above applicant has been offered employment as a substitute teacher for the 2010 – 2011 school year. We are requesting that he/she be fingerprinted and a criminal background check be conducted.

#2 _____ The above applicant has been offered employment as a substitute teacher for the 2010 – 2011 school year and has informed us that he/she has been fingerprinted by EASTCONN. (This report may be more than one year old. If this is an issue, see #2b.) We are requesting verification of fingerprinting and notification of results of the criminal background check.

#2b. _____ The above applicant has been offered employment as a substitute teacher for the 2010 – 2011 school year and has informed us that he/she has been fingerprinted by EASTCONN. **The fingerprinting and criminal background check was done over one year ago.** We are requesting that he/she be fingerprinted and a criminal background check be conducted again.

#3. _____ The above applicant has been offered employment as a substitute teacher for the 2010 – 2011 school year and has informed us that he/she has been fingerprinted at your facility. We are requesting verification of fingerprinting and notification of results of the criminal background check.

Substitute Signature

Date

Lisbon School District

Fingerprint Verification Form

TO BE SIGNED BY POLICE DEPARTMENT COMPLETING FINGERPRINTING

_____ HAS HAD THEIR FINGERPRINTING COMPLETED
NAME

ON _____ BY THE _____
DATE POLICE DEPARTMENT

SIGNED BY,

FINGERPRINTING OFFICER