

Fingerprinting Services

for
Substitutes



Litchfield Office

355 Goshen Road
P.O. Box 909
Litchfield, CT 06759-0909
Phone 860.567.0863

Danbury Office

345 Main Street
Danbury, CT 06810
Phone 203.791.1904



**EDUCATION
CONNECTION**

www.educationconnection.org

Need to Be Fingerprinted to Work as a New School Substitute in a School System?

Effective July 1, 1994, Public Act 94-221 requires that all newly hired substitutes of school districts be fingerprinted for a criminal history check, regardless of their position. Substitutes must work one day a year in a district or they need to be fingerprinted again.

How Can EDUCATION CONNECTION Assist You?

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

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

What You Need to Do

- Call EDUCATION CONNECTION:
 - If you would like to make an appointment to be fingerprinted in Litchfield, call the Litchfield office at 860.567.0863.
 - If you would like to make an appointment to be fingerprinted in Danbury, call the Danbury office at 203.791.1904.
- Bring with you:
 - Fingerprint Requisition Form (located on the back of this brochure);
 - Cashier's (Bank) Check or Money Order in the amount of \$43.25, made payable to EDUCATION CONNECTION; and,
 - Information regarding your social security number, photo ID, & date and place of birth.

For More Information, Contact:

Nancy Luchene

355 Goshen Road • P.O. Box 909

Litchfield, CT 06759-0909

Phone: 860.567.0863 x116 • Fax: 860.567.3381

Email: luchene@educationconnection.org

EDUCATION CONNECTION'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
Shared Services* (Winsted)	Region 15
Kelly Services* (Hamden)	Middlebury
	Southbury

* Denotes non-EDUCATION CONNECTION member district

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; EDUCATION CONNECTION is on the left.



From the West

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



DANBURY OFFICE: 345 MAIN STREET

From the East

Follow I-84 west to Exit 5.

Take a right off the ramp onto

Main Street. Go through three traffic lights. EDUCATION CONNECTION is on the left.

From the West

Follow I-84 east to Exit 5. Continue straight past the stop sign to the bottom of the hill. At the light, take a right onto Main Street. Go through two traffic lights. EDUCATION CONNECTION is on the left.

EDUCATION CONNECTION Fingerprint Requisition Form

PLEASE ARRIVE FIVE MINUTES EARLY TO
CHECK-IN WITH THE RECEPTIONIST.
LATE ARRIVALS ARE SUBJECT TO RESCHEDULING.

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 EDUCATION CONNECTION to be fingerprinted by following the instructions listed in this brochure.

Please bring this form and **BANK CHECK or POSTAL MONEY ORDER made payable to EDUCATION CONNECTION** in the amount of **\$43.25**. If fingerprint confirmation is to be sent to districts outside of our membership area, please include an additional \$1.00 per district to cover additional expenses. Be prepared to supply a photo ID, your social security number, & your date and place of birth. **CASH or PERSONAL CHECKS WILL NOT BE ACCEPTED.**

Applicant's
Name: _____

Position Applied For: _____

Hiring District: _____

Person to
Receive Results: _____

Street: _____

City: _____ State: _____

Zip: _____ Phone: _____