

# Office of District & School Security

Brevard Public Schools



## Fingerprinting Services

New Hires, Including Charter Schools & Interns

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### Protocol

- Payment for fingerprinting is required prior to coming to District Security for fingerprinting.
- Fingerprinting Hours are **Monday through Thursday 8:30 AM till 4:45 PM** (Please try to be here by 4:30 PM)
- If paying via Money order, the Money order needs to be made out to Fingerprint Services LLC.
- A Valid Driver License (from any State) or State Identification Card must be presented and it must be current.
- **NO expired driver licenses will be accepted.**
- This process takes approximately 8-10 business days (see below).

**District ID Badges** - are not issued to new employees at this time, please see the ID Badges (click) on our page for more information.

### Payment Information

- \$57.25 fee (as of 7/1/08) via Visa or Master Card.
- You may also bring in a or Money Order.
- **PLEASE REMEMBER** - No Cash Accepted!
- If paying by credit card, you may call the FDLE Payment Center at (877) 357-7456
- The Telephone Payment Center service is available Monday through Friday, 8:00-4:30. You may also pre-pay via website at [www.flprints.com](http://www.flprints.com). The website service is available 24 hours a day, 7 days a week.

### Waiting Period

- The level II background check takes approximately 8 - 10 business days for full completion. Once this has been completed and you are approved, information will be forwarded to Human Resources. Human resources will then forward all the necessary information to the hiring school/office. Please check with your employer for follow-up.
- Once you have received confirmation to work, etc. **NEW HIRES ONLY**, will be eligible for Identification Badges. Badges are not issued at time of fingerprinting. You will need to get the H510 and the H515 from the AS400 Internal Database from your attending secretary/admin. For further information on badges, please call 633-1000 x 420.