

SEMINOLE COUNTY PUBLIC SCHOOLS
FINGERPRINT DEPARTMENT

Due to the COVID pandemic, the SCPS fingerprint department will begin implementing the following procedures effective immediately:

1. FINGERPRINTING WILL BE DONE ON AN APPOINTMENT ONLY BASIS.

Please note that for the months of June and July the finance department will be open Tues and Fridays 10-2.

- VENDORS: To obtain an appointment, the applicant must contact the fingerprint dept. by email at SCPSFingerprintdept@SCPS.K12.FL.US

The email must include:

- a. A properly filled out Form 1403
- b. A copy of the individual's Form I-9
- c. Payment arrangements must be made in advance by contacting Linda Bain (Finance Dept. 407 320 0236) email: linda_bain-pearison@scps.k12.fl.us
- d. Vendor Fee: \$91.25

FSSR TRANSFERS:

Vendors requesting a transfer of fingerprints from another county must submit a properly filled out SCPS form 1402 AND a copy of the individual's form I-9

FSSR transfer fee: \$10

Note: If the individual has a valid Florida Public Schools Contractor badge, the \$10 fee will be waived.

All fingerprint applicants must wear a face mask and bring a Government issued ID.

Upon arrival, the applicant checks in at the main entrance. He/she will be directed to the fingerprint/photo station. Early arrivals may be asked to wait at their vehicle for a text or phone call with instructions. Late arrivals may be asked to wait for an available slot. No more than two applicants will be in the building at any given time, so please be punctual.

