

Michele L.D. Beers  
HR Manager

## **EASTCONN Fingerprinting Instructions and Checklist (Intern)**

*\*As you read and/or complete each document provided, check the box next to it to ensure that it has been read and/or completed in full. Return this checklist to the HR Manager along with all necessary paperwork.\**

1. Fingerprinting Pre-Enrollment
- Register in CCHRS system prior to fingerprinting
    - Step #1: Go to <https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll/>. This link will also be emailed to you for your convenience.
    - Step #2: Once there, select the correct Service Code. As an intern or student teacher for Mansfield Public Schools, you will need to select Service Code 53C1-40D6, Type: SDE Approved Student Teacher-UNPAID.
    - Step #3: Verify that you selected the correct Service Code by clicking the button with the label "YES-This information looks Correct".
    - Step #4: Fill out the pre-enrollment form. An example of what each screen will look like is attached in this packet- **you only need to fill out the blue highlighted boxes.**
  - Follow the prompts online to submit your payment to the state for information processing. *Please note: you are responsible for paying the fee listed online.*
  - Once registration is complete, you will be assigned an Applicant Tracking Number.
  - You will receive a PDF document that contains your Applicant Tracking Number. **It is essential that you print and bring this document with you to your fingerprinting appointment.**
2. EASTCONN Fingerprinting Appointment
- Call EASTCONN directly to schedule your appointment. See the information sheet attached for their phone number.
  - Use the checklist provided on the information sheet to gather your payment and proper documentation for your fingerprinting appointment. *Please note: you are responsible for paying the fingerprinting fee listed in checklist.*
3. Agency Privacy Requirements for Noncriminal Justice Applicants
- Please review, sign and date the FBI Privacy Act Statement as well as the Noncriminal Justice Applicant's Privacy Rights Statement.
  - **These forms are to be returned to the Mansfield Public Schools HR Manager.**
4. Paperwork to EASTCONN
- Fingerprint Permission Form- You **MUST** bring this permission form along with you to your fingerprinting appointment. If you do not, you will have to reschedule your appointment.
  - You **MUST** bring the printed PDF from the state containing your Applicant Tracking Number. If you do not, you will have to reschedule your appointment.
5. Paperwork to HR Manager
- Upon completion of your fingerprinting, *you will receive a letter from EASTCONN as proof of printing. It **MUST** be returned to the HR Manager along with your fully completed, signed copies of the FBI Privacy Act Statement and the Noncriminal Justice Applicant's Privacy Rights Statement.*

**\*Before you return this paperwork to the HR Manager, make sure ALL necessary fields on each form are signed and completed in full. You must complete your fingerprinting prior to starting your placement!\***



Connecticut Criminal History Request System  
PreEnrollment



# Pre Enrollment Example

Your use of Pre-Enrollment implies that you are acknowledging that you are submitting a pre-enrollment request for a fingerprint-based criminal history check and that you are an authorized recipient of said information within the State of Connecticut.

**NOTE: You can also have a subject PreEnroll themselves with the appropriate 'Service Code' (below) and have them go to the public pre-enrollment website:**  
<https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll/>

**Pre Enrollment**

Please select an appropriate 'Service Code'

Service Code	Type
D22F-9E31	BOE Employee
44F2-D01D	Paid Nonemployee
D911-FF5D	SDE-Approved Student Teacher-PAID
<b>53C1-40D6</b>	<b>SDE-Approved Student Teacher-UNPAID</b>
0C7C-D3FD	Volunteer or Unpaid Nonemployee
5E4A-9535	State Only Check
359F-C005	Student Teacher or Intern Unpaid
402B-4371	Student Teacher or Intern-Paid



# PreEnrollment

Pre Enrollment  
[393F-C005]  
MANSFIELD PUBLIC SCHOOLS  
Student Teacher or Intern Unpaid

NOTE: Please make sure all mandatory fields are completed (mandatory fields are in bold with asterisk\* & blue highlight.)

**Last Name\*** [Redacted]

**First Name\*** [Redacted]

Middle Name [Redacted]

Suffix [Redacted]

**DOB\*** [Redacted]

SSN [Redacted]

**Sex\*** [Redacted]

**Race\*** [Redacted]

Hispanic  Hispanic Indicator

**Height (508: 5 feet 8)\*** [Redacted]

**Weight\*** [Redacted]

**Eye Color\*** [Redacted]

**Hair Color\*** [Redacted]

**Place of Birth\*** [Redacted]

Country of Citizenship [Select Country]

Miscellaneous Identifying Number (MNU) Number  
[Select Code] [Redacted]

**Email:** (email address needs to be valid and complete or notifications from the system will not be received)

**Email Address\*** [Redacted]

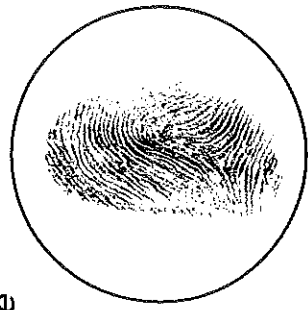
**Email Confirmation\*** [Redacted]



# EASTCONN Live Scan Electronic Fingerprinting Services for Connecticut Schools

- @ [www.eastconn.org](http://www.eastconn.org)
- ✉ 376 Hartford Turnpike, Hampton, CT 06247
- ☎ 860-455-0707
- [inforequest@eastconn.org](mailto:inforequest@eastconn.org)
- f [/wherelearningcomestolife](https://www.facebook.com/wherelearningcomestolife)

*Our services are in compliance  
with Connecticut Statute.*



**Call 860-455-0707  
for an appointment  
or for more information.**

Created in 1980 under Connecticut General Statute 10-66a, EASTCONN is a public, non-profit, regional educational service center. EASTCONN exists to provide high-quality, competitively priced educational and related services to 36 member Boards of Education and the 33 communities they serve in northeastern Connecticut. We are governed by a Board of Directors, who are members of locally elected Boards of Education.

It is the policy of EASTCONN that no person shall be excluded from participation in, denied the benefits of, or otherwise be discriminated against under any program because of race, color, religion, gender, age, sexual orientation, marital status, national origin, genetic information, gender identity or expression, veteran status, disability or any other classification protected by state or federal law. 2022

## EASTCONN Live Scan Electronic Fingerprinting Services

### Fingerprinting Services

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

### Do you know?

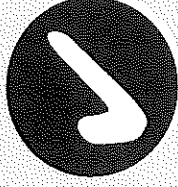
- All public school employees, including substitute teachers, must submit to state and national criminal history record checks within 30 days of their date of employment.
- If the employee is continuously employed with your district, then they do not have to be fingerprinted every year.
- If a substitute teacher works at least one day per school year in your district, then they are considered a continuous employee and they do not have to be fingerprinted every year.

### EASTCONN will:

- Electronically fingerprint the applicant in a fast and friendly environment using our advanced Live Scan machine.
- Electronically forward prints to state and federal authorities.
- Results are electronically provided to the sending district/authorized employer within a matter of hours.

## EASTCONN Fingerprinting Services for EASTCONN Districts

- |   |  |  |
|---|--|--|
| <ul style="list-style-type: none"><li>• Andover</li><li>• Ashford</li><li>• Bozrah</li><li>• Brooklyn</li><li>• Canterbury</li><li>• Colchester</li><li>• Columbia</li><li>• Coventry</li><li>• Eastford</li><li>• Franklin</li><li>• Griswold</li><li>• Hampton</li><li>• Hebron</li><li>• Killingly</li></ul> | <ul style="list-style-type: none"><li>• Lebanon</li><li>• Lisbon</li><li>• Mansfield</li><li>• Marlborough</li><li>• Plainfield</li><li>• Pomfret</li><li>• Putnam</li><li>• Scotland</li><li>• Sprague</li><li>• Stafford</li><li>• Sterling</li><li>• Thompson</li><li>• Tolland</li><li>• Union</li></ul> | <ul style="list-style-type: none"><li>• Voluntown</li><li>• Willington</li><li>• Windham</li><li>• Woodstock</li><li>• Regional District #8</li><li>• Regional District #11</li><li>• Regional District #19</li><li>• H.H. Ellis Technical High School</li><li>• Windham Technical High School</li><li>• Connecticut Private Schools</li></ul> |
|---|--|--|



## CHECKLIST

- ✓ **Pre-enroll**  
Applicants must pre-enroll prior to setting up an appointment.
- ✓ **Permission Form**  
Applicants must bring in a RESC fingerprint permission form from their school.
- ✓ **Pay a fee to EASTCONN**  
The \$36.75 fee covers the fingerprinting requirement for employment in any Connecticut school district. Credit card (VISA or MasterCard) accepted.
- ✓ **Bring 1 form of identification to the fingerprint appointment**  
One valid government-issued photo ID (e.g., driver's license, passport, etc.) is required.

## Agency Privacy Requirements for Noncriminal Justice Applicants

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notices and that the results of the check are handled in a manner that protects the applicant's privacy. All notices must be provided in writing.<sup>1</sup> These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.), Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities.

- Officials must ensure that each applicant receives an adequate written FBI Privacy Act Statement (dated 2013 or later) when the applicant submits his/her fingerprints and associated personal information.<sup>2</sup>
- Officials must advise all applicants in writing that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34. Information regarding this process may be found at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- Officials must provide the applicant the opportunity to complete or challenge the accuracy of the information in the FBI criminal history record.
- Officials should not deny the employment, license, or other benefit based on information in the FBI criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the FBI criminal history record for authorized purposes only and cannot retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>3</sup>

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant the FBI Privacy Act Statement, the 28 CFR 50.12 notice, and the opportunity to correct his/her record. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of FBI criminal history records for noncriminal justice purposes.

If you need additional information or assistance, contact:

<p><b>Connecticut Records:</b> Department of Emergency Services and Public Protection State Police Bureau of Identification (SPBI) 1111 Country Club Road Middletown, CT 06457 860-685-8480</p>	<p><b>Out-of-State Records:</b> Agency of Record OR FBI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306</p>
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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 5 U.S.C. 552a (b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

## Noncriminal Justice Applicant's Privacy Rights

Requesting Entity: Mansfield Public Schools

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.<sup>1</sup> These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later), by the agency that will receive your criminal history results, when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.<sup>2</sup>
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>3</sup>

Updated 11/6/2019

If you need additional information or assistance, please contact:

<b>Connecticut Records:</b> Department of Emergency Services and Public Protection State Police Bureau of Identification (SPBI) 1111 Country Club Road Middletown, CT 06457 860-685-8480	<b>Out-of-State Records:</b> Agency of Record OR FBI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306
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SIGNATURE	DATE
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**This document must be retained by the Entity.**

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Requesting Entity: Mansfield Public Schools

## FBI Privacy Act Statement

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

*Note: This privacy act statement is located on the back of the FD-258 fingerprint card.*

SIGNATURE	DATE
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This document must be retained by the Entity.





STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
DIVISION OF STATE POLICE  
Criminal Justice Business Applications Unit



Regional Educational Service Center  
Fingerprint Permission Form

**BRING TO EASTCONN FOR  
YOUR APPOINTMENT!  
SAME AS CRIMINAL HISTORY  
RECORD INFORMATION REQUEST  
LISTED ON CHECKLIST!**

This form authorizes regional educational service centers (RESCs) to fingerprint individuals on under a school's name. Applicants can use one fingerprint card for up to twenty schools when fingerprinted for the same purpose and statute. Each criminal history request will require an associated fee. RESCs may charge additional or administrative fees. There must be one form per school.

School Information		
School Name Mansfield Public Schools		Contact Number (860) 429-3350
Street Address 4 South Eagleville Road	City Storrs-Mansfield	Zip Code 06268
Representative Name Michele L.D. Beers, HR Manager	Representative Signature <i>Michele L.D. Beers</i>	Date
Applicant Information		
(Last, First)		Date of Birth

Select the applicant type(s) from the school type.

Local or Regional School Districts			
	Applicant Type	Statute	Fees
<input type="checkbox"/>	Employees	CGS 10-221d	\$13.25
<input type="checkbox"/>	Nonemployees (Paid)	NCPA/VCA	\$13.25 and \$75.00
<input type="checkbox"/>	Nonemployees (Unpaid)	NCPA/VCA Volunteer	\$11.25 and \$75.00
All Other Schools			
	Applicant Type	Statute	Fees
<input type="checkbox"/>	Employees	NCPA/VCA	\$13.25 and \$75.00
<input type="checkbox"/>	Nonemployees (Paid)	NCPA/VCA	\$13.25 and \$75.00
<input type="checkbox"/>	Nonemployees (Unpaid)	NCPA/VCA Volunteer	\$11.25 and \$75.00
All Schools			
Student Teacher for State Department of Education-Approved Teacher Preparation Programs			
	Applicant Type	Statute	Fees
<input type="checkbox"/>	Student Teacher (Paid)	NCPA/VCA	\$13.25
<input checked="" type="checkbox"/>	Student Teacher (Unpaid)	NCPA/VCA Volunteer	\$11.25
All Schools			
Unapproved Teacher Preparation Programs			
	Applicant Type	Statute	Fees
<input type="checkbox"/>	Student Teacher (Paid)	NCPA/VCA	\$13.25 and \$75.00
<input type="checkbox"/>	Student Teacher (Unpaid)	NCPA/VCA Volunteer	\$11.25 and \$75.00

RESCs and schools must retain this form for auditing purposes. All fingerprint submissions and applicable fees are subject to audit by the Connecticut State Police and the Federal Bureau of Investigation.



**STATE OF CONNECTICUT**  
**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION**  
**DIVISION OF STATE POLICE**  
**Criminal Justice Business Applications Unit**



February 25, 2021

## State Police Guide to Processing Fees

All individuals fingerprinted under the National Child Protection Act/Volunteers for Children Act (NCPA/VCA) must provide care, education, instruction, recreation, supervision, or training to children, the elderly, or individuals with disabilities. These individuals must complete and sign a waiver and consent form, in addition to, the Federal Bureau of Investigation's Privacy Act Statement and Noncriminal Justice Applicant's Privacy Right's forms.

<b>Local or Regional School Districts</b>		
<b>Applicant Type</b>	<b>Statute</b>	<b>Fees</b>
Employees	CGS 10-221d	\$13.25
Nonemployees (Paid)	NCPA/VCA	\$13.25 and \$75.00
Nonemployees (Unpaid)	NCPA/VCA Volunteer	\$11.25 and \$75.00

<b>State Technical High Schools</b>		
<b>Applicant Type</b>	<b>Statute</b>	<b>Fees</b>
Employees	NCPA/VCA	\$13.25 and \$75.00
Nonemployees (Paid)	NCPA/VCA	\$13.25 and \$75.00
Nonemployees (Unpaid)	NCPA/VCA Volunteer	\$11.25 and \$75.00

<b>VECHS* Schools (charter, magnet, or nonpublic schools)</b>		
<b>Applicant Type</b>	<b>Statute</b>	<b>Fees</b>
Employees	NCPA/VCA	\$13.25 and \$75.00
Nonemployees (Paid)	NCPA/VCA	\$13.25 and \$75.00
Nonemployees (Unpaid)	NCPA/VCA Volunteer	\$11.25 and \$75.00

### Student Teacher Fees for All Schools

<b>Approved State Department of Education Teacher Preparation Program</b>		
<b>Applicant Type</b>	<b>Statute</b>	<b>Fees</b>
Student Teacher (Paid)	NCPA/VCA	\$13.25
Student Teacher (Unpaid)	NCPA/VCA Volunteer	\$11.25
<b>Unapproved Teacher Preparation Program</b>		
<b>Applicant Type</b>	<b>Statute</b>	<b>Fees</b>
Student Teacher (Paid)	NCPA/VCA	\$13.25 and \$75.00
Student Teacher (Unpaid)	NCPA/VCA Volunteer	\$11.25 and \$75.00

\*The Volunteer and Employee Criminal History System (VECHS) enables nongovernmental qualified entities to receive federal criminal history record information under the NCPA/VCA.



STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
DIVISION OF STATE POLICE  
Criminal Justice Business Applications Unit



<b>VECHS Entities (nongovernmental agencies)</b>		
<b>Applicant Type</b>	<b>Statute</b>	<b>Fees</b>
Employees	NCPA/VCA	\$13.25 and \$75.00
Nonemployees (Paid)	NCPA/VCA	\$13.25 and \$75.00
Nonemployees (Unpaid)	NCPA/VCA Volunteer	\$11.25 and \$75.00

<b>State Agencies</b>		
<b>Applicant Type</b>	<b>Statute</b>	<b>Fees</b>
Employees	varies	\$13.25
Public Applicants	varies	\$13.25 and \$75.00

**Fingerprinting Fees- \$15.00**

Fingerprints taken at a state police location will cost \$15.00 per fingerprint card. All other locations, such as a regional educational service center, police department, independent fingerprinting company, or school personnel can charge their own fingerprinting fees. Do not sent the \$15.00 fee with the fingerprint card to the state police.

**Criminal History Search Fees**

Federal fees are \$11.25 or \$13.25. The state fee is \$75.00. The state police must perform a state search before it can perform a federal search. State fees are not charged for governmental employees who must be fingerprinted under a state statute or student teachers who are enrolled in a teacher preparation program that has been approved by the State Department of Education.

**Payment Submission**

**Do not combine state and federal fees in one payment form.** Submit state and federal fees in separate checks or money orders. When submitting multiple fingerprint cards, combine all state fees in one payment form and all federal fees in one payment form. Personal checks must contain a pre-printed name and address and cannot be expired or have an invalid date. If the person presenting the check does not wish to have these items on their check, or only has starter checks, please request a money order to avoid delays from SPBI sending the check back and requesting a money order.

Mail only the fingerprint card and payment, paper-clipped together. **Do not staple fingerprint cards, checks, or money orders.**

Make all checks or money orders payable to:  
"Treasurer-State of CT"

**Contact Information**

Contact the Criminal Records Unit at 860-685-8480 for questions regarding criminal history records.