

# FINGERPRINT OPTIONS

## OPTION I

- **Oakland Schools** (2111 Pontiac Lake Road, Waterford, MI 48328) Thursday or Friday from 9:00 AM to 4:30 PM - by appointment only. A \$49.25 processing fee is due at the time of the appointment payable by cash, VISA, or MasterCard. PERSONAL CHECKS WILL NOT BE ACCEPTED. A receipt of payment will be provided.

To schedule an appointment, please call 248.209.2593.

FOR OAKLAND SCHOOLS FINGERPRINTING YOU WILL NEED A  
FINGERPRINTING INFORMATION SHEET

## OPTION II

- **Integrated Biometric Technology** (formerly Identix) will provide fingerprinting services at Oakland Schools (Mondays 8:30 AM to 4:30 PM) **and other sites** for a \$65.25 processing fee. To schedule an appointment with IBT please contact them at 866.226.2952 or [www.i1id.com](http://www.i1id.com) to schedule online.

FOR IBT FINGERPRINTING YOU WILL NEED AN IBT REQUEST FORM

**PLEASE MAKE SURE YOU FILL OUT THE APPROPRIATE FORM TO TAKE  
WITH YOU.**

# Oakland Schools Fingerprinting Information Sheet

This form must be completed and brought to your fingerprinting appointment.

*Fingerprinting Services are available at Oakland Schools **by appointment only**. To schedule your appointment, please call 248.209.2593. Oakland Schools is located at 2111 Pontiac Lake Rd., Waterford, MI 48328.*

## EMPLOYEE INFORMATION

(This section is to be completed by individual to be fingerprinted. **PLEASE PRINT.**)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Date of Birth: (Year) \_\_\_\_\_ (Month) \_\_\_\_\_ (Day) \_\_\_\_\_

Place of Birth (State or, if outside of the United States, Country): \_\_\_\_\_

Home Address (Street, City, State, and Zip): \_\_\_\_\_  
\_\_\_\_\_

County of Residence: \_\_\_\_\_

Reason for Printing: **SE**

Agency ID #: **3314M** (must be included to be able to proceed with fingerprinting appointment)

Name of requesting agency/district:  
\_\_\_\_\_

What is your role with the requesting agency?

New hire  Substitute  Teacher  Other \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Please bring the following with you to your fingerprinting appointment: valid Driver's License or other valid form of identification (Michigan Identification Card, Passport, Military Identification, or Green Card (photo identification), and your completed fingerprinting information sheet.**

**In addition, you will be responsible for payment of fingerprinting costs at the time of the appointment. Fingerprinting costs are payable by cash, Visa, or MasterCard (cashier's checks or money orders should be made payable to Oakland Schools). *Personal checks will NOT be accepted.* You will be provided with a receipt for your payment.**

### ISD Use Only

Printed by: \_\_\_\_\_ Date: \_\_\_\_\_

# IBT LIVESCAN FINGERPRINT REQUEST

Date fingerprinted: \_\_\_\_\_ Type of picture ID presented: \_\_\_\_\_

## APPLICANT INFORMATION

Must provide a picture ID to be printed

Applicant Name \_\_\_\_\_  
Last, first, middle

Date of Birth \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_

Applicant address \_\_\_\_\_  
Zip \_\_\_\_\_

Applicant phone number \_\_\_\_\_

## REQUESTING AGENCY INFORMATION

Agency ID: 3314M Agency Name: Ferndale Public Schools  
(RQID)

Reason fingerprinted: *(select only one)*

**SE** – School Employment, mcl 380.1230 \$65.25 + LS Fee

CPE – National Child Protection Act – Employee \$70.00 + LS Fee

CPV – National Child Protection Act – Volunteer \$70.00 + LS Fee

\*\*Disclaimer: Any and all fingerprints processed with incorrect fingerprint codes/reasons, etc. are the responsibility of the REQUESTING AGENCY. MSP will charge for second requests due to incorrect fingerprint reason.\*\*