



# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## ACES INPUT DOCUMENT (TEACHERS ONLY)

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

AKA \_\_\_\_\_

Sex \_\_\_\_\_ EEO \_\_\_\_\_ Birth Date \_\_\_\_\_

Permanent Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Date \_\_\_\_\_

To the Office of Fingerprinting:

I intend to hire the abovementioned person at \_\_\_\_\_  
(Name of School)

Charter School effective \_\_\_\_\_ as a full-time \_\_\_\_\_  
(Start Date) (Subject Area)  
teacher.

\_\_\_\_\_  
Name Typed

\_\_\_\_\_  
Signature

**Fingerprinting payment and processing procedures are located on the back of this form.**

# New Fingerprinting Payment and Procedures

The new fingerprint payments and procedures listed below apply to all full and part-time instructional and non-instructional Miami-Dade County Public Schools (M-DCPS) applicants and employees, contracted and charter school employees, specified university and college interns, private bus drivers, students hired under the Work-Student Component of the Carl D. Perkins Act of 1990 Vocational Education and Applied Technology Grant, & vendors.

## **\$61 Fingerprinting Processing Fee**

- \$61 money order payable to **"FINGERPRINTING SERVICES, LLC"**
- OR**
- Prepay by credit card (your credit card will be charged \$61) prior to visiting M-DCPS Fingerprint Office by:
    - Visiting the Florida Department of Education Fingerprinting Application Website at <http://www.flprints.com>; OR
    - Calling the toll-free number 1-877-357-7456.

## **\$10 Local Processing Fee**

- a cash payment, or
- All non-instructional M-DCPS applicants may opt for a one time \$10 payroll deduction from their paycheck, upon completing and signing a payroll deduction form available in the M-DCPS Fingerprint Office.

## **Required Forms of Identification**

- A current official picture identification such as a driver's license, passport or State of Florida identification card, **AND**
- Your social security card must be presented at the time of printing!

### **M-DCPS Fingerprint Office**

1500 Biscayne Boulevard, Suite 141-R, Miami, FL 33132

Phone: 305-995-7472

Hours of Operation:

Monday through Thursday 7:00 a.m. - 6:30 p.m., Friday 7:00 a.m. - 4:00 p.m.