



MIAMI-DADE COUNTY PUBLIC SCHOOLS
ACES INPUT DOCUMENT (SUPPORT PERSONNEL 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)
support employee.

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.