

FINGERPRINT INFORMATION SHEET

Welcome to Pinellas County Public Schools! We want to assist you through the fingerprint process as quickly and efficiently as possible.

Payment:

In order to intern in a Pinellas County School, you will need to have a cleared fingerprint record. Pinellas County Schools uses an electronic fingerprint submission system that requires a \$61 fee. You may pay by credit card on line at www.flprints.com or by calling toll free to 877-357-7456. A money order made out to Fingerprinting Services LLC may also be used. Payment must be made before you can be printed. **All payments are final once the fingerprints are taken.** These fingerprints cannot be used to obtain any jobs with Pinellas County Schools. You will have to be fingerprinted and charged if a job offer is made.

Step 1:

Scheduling:

Fingerprinting is done by **appointment only** in the Personnel Department of Pinellas County Schools. The address is 301 4th Street SW, Largo. To schedule an appointment call one of the following numbers:

586-1818, ext. 1936	Personnel, Front Desk
588-6263	Elementary Personnel
588-6274	Secondary Personnel

When scheduling your appointment, identify yourself as a prospective intern. Please call to cancel or reschedule if you cannot make your appointment.

Step 2:

Arrive on time for your appointment and bring the completed **"Student Intern Security Check for the School Board of Pinellas County"** form.

It takes approximately 10 - 15 minutes per person to be fingerprinted.

Thank you for being patient!

Fingerprinting process:

To be printed you need to come to the front desk at Personnel, Pinellas County Schools. **You must bring with you the completed "Student Intern Security Check" form provided by Pinellas County Schools. We cannot print you without this form.** One copy of this form will go to our Intern Placement Office and the other copy will be your record of being printed. When your fingerprint report is returned to us from FDLE and the FBI it will be sent to our Intern Placement Office.