



New Fingerprint Payment

Effective July 1, 2015, the new fingerprint payment listed below applies 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, and private bus drivers.

\$99 Fingerprinting Processing Fee

- \$99 money order payable to "SCHOOL BOARD MIAMI-DADE FINGERPRINTING"

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!

Miami-Dade Schools Police Fingerprint Office

1450 NE 2nd Avenue, Suite 110 Miami, FL 33132

Phone: 305-995-7472

Hours of Operation:

Monday through Friday 7:00 a.m. - 4:00 p.m.

Revised 6/18/2015

Employment Standards

School Board of Miami-Dade County, Florida Hiring Guidelines

Criminal Records Including Guilty Pleas (Regardless of Adjudication)

No Contest Pleas, Pre-trial Intervention/Diversion

This is not intended to be a complete list of all qualifying criminal offenses.

A. Miami-Dade County Public Schools (M-DCPS) will not consider hiring:

- Adult abuse, neglect or exploitation of aged persons or disabled adults
- Aggravated Assault
- Aggravated Battery
- Arson
- Child Abuse or Child Neglect
- Contributing to the Delinquency or Dependency of a Child
- Currently on probation or has a Criminal or DUI Case Pending
- Domestic Violence (felony)
- Exhibiting a Firearm or Weapon within 1,000 feet of a school
- Extortion
- Felony Battery/Assault
- Felony Drug Possession, Sale or Distribution
- Incest
- Indecent Exposure
- Kidnapping/False Imprisonment
- Killing of an unborn child by injury to the mother
- Lewd and Lascivious Behavior
- Manslaughter
- Murder
- Pornography (Distribute or possess to sell obscene material)
- Prostitution/Solicitation of Prostitution
- Removing Children from the State or Concealing Children contrary to Court Order
- Robbery
- Sexual Assault/Sexual Battery
- Sexual Performance by a Child
- Vehicular Homicide

B. M-DCPS will not consider hiring if offenses are less than 10 years old. Will consider and carefully review if older than 10 years:

- Burglary
- Counterfeiting
- Forgery
- Fraud
- Grand Larceny
- Grand Theft
- Possession of a Concealed Weapon (felony)
- Sale of Alcohol to a Minor
- Welfare/Unemployment/Workers' Compensation Fraud

C. M-DCPS will not consider hiring if offenses are less than 5 years old. Will consider and carefully review if over 5 years:

- Battery/Assault
- Drug and/or Paraphernalia (misdemeanor)
- Possession of a Concealed Weapon (misdemeanor)
- Resisting Arrest with Violence

D. M-DCPS will conduct a case-by-case review of specific circumstances:

- Disorderly Conduct
- Domestic Violence (misdemeanor)
- Driving Under the Influence/Driving while Intoxicated - one incident only (More than one incident must show proof of rehabilitation.)
- Loitering
- Multiple Arrests
- Other Criminal Traffic Offenses
- Petty Theft/Larceny/Theft to Deprive/Retail Theft/Shoplifting
- Resisting Arrest without Violence
- Trespassing
- Worthless Checks

In addition to the above, Miami-Dade County Public Schools will not consider applicants seeking employment with the Miami-Dade Schools Police Department who have received a dishonorable discharge from any of the Armed Forces of the United States, or with a conviction, or its equivalent, of a misdemeanor involving perjury, or a false statement.



MIAMI-DADE COUNTY PUBLIC SCHOOLS
SERVICE PROVIDER INPUT DOCUMENT

University/College ID# _____

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 request that the abovementioned person be fingerprinted to provide services to students as a
Student Intern

(Coach, Outreach Support, Intern, Agency Employee).

Gina F. Astorini, Assistant Dean

Undergraduate Academic Services

Name Typed

Name of Office

Gina F. Astorini

Signature

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