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 person's of 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
- False
- 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 16 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—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.
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

[Signature]

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

FM-6524 Rev. (12-11)