



Professional Standards Department - Fingerprinting Office

FINGERPRINT VERIFICATION FORM
VENDORS/CONTRACTORS

Before being considered an approved vendor/contactor, you must be fingerprinted through the Professional Standards Fingerprinting office. Return verified form to your supervisor, and retain a copy for your records.

Please bring the following with you:

- *Photo I.D.*
- *Original Social Security Card*

The fee for fingerprinting is \$57.25 and must be paid by one of the following options:

- *Via the internet at <http://www.flprints.com> - credit card required*
- *Or by calling (877) 357-7456 – credit card required*
- *Or by money order made out to: **FINGERPRINTING SERVICES LLC***

The fee for fingerprint monitoring is \$28.75 for 5 years from the date of fingerprinting, and must be paid by separate money order made out to HCPS.

Date _____

Employee Name _____

Company Name _____

Social Security Number _____

Position _____

Fingerprint Department Use ONLY

Fingerprint Verification

Code #7 _____ Outside Provider/Vendor/Contractor

Signature of Supervisor/Vendor/Contractor

Signature of Professional Standards Fingerprinting Personnel

THE FINGERPRINTING DEPARTMENT IS LOCATED AT:
INSTRUCTIONAL SERVICES CENTER
2920 North 40th Street
Tampa, FL 33605

(813) 840-7178
FAX (813) 840-7191
fingerprinting@sdhc.k12.fl.us

Hours – Tuesdays and Thursdays ONLY, 7:30 a.m. – 4:00 p.m.