



Background Check and Fingerprinting Information

LOCATION: Kathleen Casey Wright (KCW) Building, Fingerprint Facility
600 SE 3rd Avenue, Fort Lauderdale, FL 33301

DAYS: Monday – Friday

TIMES: 8:00 am – 4:00 pm on a **Walk-in only basis**

Parking is difficult and costly. It is suggested that applicants carpool to KCW or take the free shuttle bus. Get on the free shuttle at the bus station on Broward Boulevard.

PAYMENT: Visa or MasterCard accepted

or

Money Order for \$47.00 payable to School Board of Broward County

NOTE: Cash and personal checks will **NOT** be accepted.

**You must bring a valid driver's license or official Government ID.
Effective June, 2007 students must have a
Security Background Check Request for Health Students,
signed by appropriate school personnel**

What happens if criminal activity appears on your fingerprint report?

If you have ever been involved in a court proceeding, been convicted of an offense (other than a minor traffic violation), had adjudication withheld, or even had a case dismissed, the **following documents must be provided:**

1. A letter describing the offense(s) in detail.
2. Police report. If the police report is unavailable, you must provide a statement on the agency letterhead stating the report is no longer on file.
3. Court's final disposition.

Upon receipt of the requested documents, your file will be reviewed. ***Due to the high volume of applicants, please allow a few weeks for processing of paperwork.***