

A fingerprint background check and the resulting security clearance ID badge are **REQUIRED** before your first day on the campus of any school (Pre-kindergarten – Grade 12 or early learning center) in Polk County, FL, for course related field experience or internship.

AA and AS students

Your valid School Board of Polk County photo ID badge (or a photocopy of the front and back of the ID) must be presented to your course professor before participating in field experiences as required for a passing grade in the following courses:

- EDF 1005 Introduction to the Teaching Profession
- EDF 2085 Introduction to Diversity for Educators

Prospective BS in Education students

A printed copy of your valid School Board of Polk County photo ID badge may be attached to your Admissions Packet. If not, it must be received by the Polk State College Field Studies Coordinator within two weeks after the start of Polk State College upper division teacher education courses to continue in a BS in Education degree program.

INSTRUCTIONS

Fingerprinting is conducted by **APPOINTMENT ONLY**:

Please call **(863) 534 - 0414**

Polk County School Board Fingerprinting Services
School Board District Office
1915 S. Floral Avenue
Bartow, FL 33830

You **MUST bring the following** to your appointment:

1. Polk County School Board College/University Fingerprint Questionnaire (page 2 of this document)
2. **Driver's License**
3. **Social Security card**, photocopy of SS card or completed application for a duplicate card with verification stamp from the Social Security Office
4. Exact payment (**Money Order ONLY**) as delineated on the School Board form included in this document

PCSB Fingerprinting Services will provide information about picking up your photo ID.

COLLEGE/UNIVERSITY FINGERPRINT QUESTIONNAIRE

- I am currently and will remain an active School Board/Charter employee.
- I have been printed for a college/university in the State of Florida within the last 3 years in the following area.
 - EPI Program
 - Interning
 - Student Teacher
- I will be attending college/university in more than one County.
- I am being printed today to attend a college/university in another County.

REASON FOR FINGERPRINTING

- EPI Program = 11 month prints (\$49.25)
Prints are only valid in Polk County and can be used for employment with Polk County Schools/Charter Schools and for requests of a Teaching Certificate from Department of Ed. Only valid in Polk County.
- I will need my fingerprints retained for two years. (\$55.25)
Only valid in Polk County.
- I will need my fingerprints retained for three years. (\$61.25)
Only valid in Polk County.
- I will need my prints to be valid for five years. (\$78.60)
Prints will be valid in any County in the State of Florida.