

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 should be attached to your Admissions Packet. If not, a copy must be received by the Polk State College Education Program 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**).
 - 1yr \$50.00
 - 2yrs \$56.50
 - 3yrs \$62.50
 - 5yrs \$79.85

**PCSB Fingerprinting Services will provide information about picking up your photo ID.
Your photo ID WILL NOT be sent to Polk State College for pick up.**