

FINGERPRINTING/BACKGROUND CHECKS (THE FORM WITH THIS INFO SHEET IS

TO BE COMPLETED **PRIOR** TO COMING IN TO HAVE PRINTS DONE)

The Kings Local School District has the capability of performing background checks via fingerprinting using WebCheck at our Kings Education Center - 1797 King Ave., Kings Mills, Ohio (Business Office - 2nd floor). Information is submitted electronically to the Ohio Bureau of Criminal Identification and Investigation for processing and results.

THERE WILL BE A \$5.00 CHARGE FOR ANY REPLACEMENT BADGES.

FINGERPRINTING SERVICES ARE PROVIDED FOR KINGS SCHOOL DISTRICT IN THE FOLLOWING AREAS ONLY:

DISTRICT STAFF
DISTRICT COACHES
DISTRICT CLASSIFIED SUBSTITUTES
DISTRICT BUS DRIVERS

Hours of Fingerprinting

Monday - Friday

7:00 a.m. - 3:00 p.m.

Please email JENNIFER FIELDS (jfields@kingslocal.net) to make an appointment BEFORE coming in to have prints done. You must set up an appointment prior to coming in for prints.

Rates charged by Kings Local School District are as follows:

State (BCI):	\$30.00 for state only
Federal (FBI):	\$35.00 for federal only
Both:	\$60.00 for both

Payment can be made by **personal check or money order ONLY**, made payable to Kings Local School District.

NO BANK/CREDIT CARDS OR CASH ACCEPTED. BACKGROUND CHECKS WILL NOT BE DONE IF YOU DO NOT HAVE YOUR DRIVER'S LICENSE, CORRECT FORM OF PAYMENT AND COMPLETED FORM