

FINGERPRINT AUTHORIZATION FORM

School District: HONEOYE FALLS-LIMA CENTRAL Contact: Michelle Kavanaugh
20 Church Street Phone: (585) 624-7010
Honeoye Falls, NY 14472 FAX: (585) 624-7003

Date: _____

Applicant Name: _____ Phone: _____

Job Title: _____ Date of Hire: _____

Monroe #1 BOCES Environmental Health and Safety Office (CoSer 615) will furnish all labor, equipment, supervision and materials to perform the following scope of work:

- ✓ Obtain fingerprints from the above listed prospective school employee in accordance with the New York State Department of Criminal Justice Services (DCJS) procedures.
- ✓ Complete appropriate State and Federal fingerprint forms, and
- ✓ Return forms and fingerprints to school district contact person

These services will be provided in accordance with the latest CoSer agreement. Fingerprints and associated paperwork will be returned to the District's contact person. The school district will then include the appropriate State and FBI fees and send the entire packet to OSPRA, NYSED, 987 Education Building Annex, Albany, New York 12234

Questions regarding BOCES Fingerprint Services can be answered by calling (585) 383-2298.

This fingerprint authorization is understood and accepted:

By: Michelle Kavanaugh

Title: Superintendent of Schools

Date: _____