

FINGERPRINT BACKGROUND REVIEW



Requirement

The Virginia State Police, Federal Bureau of Investigation (FBI) and the Department of Social Services (DSS) with Culpeper County Public Schools (CCPS) are permitted to obtain a full national criminal history record on individuals who are seeking employment, as well as those wishing to serve in the capacity of a volunteer, chaperone, coach, advisor, student-teacher, or intern. Such background checks are necessary to ensure a safe and secure learning and working environment.

Results must be received, reviewed, and approved prior to an individual beginning in any capacity.



Scheduling

Fingerprinting appointments must be scheduled on-line at:

https://forms.gle/eLP7hc9gZjtqMkj48

No appointments will be scheduled by phone, email, or drop-in.

Individuals should arrive fifteen (15) minutes in advance for paperwork processing.

Individuals arriving late may be required to reschedule.



Hours

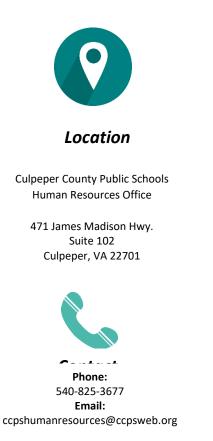
9:00 a.m. – 11:45 a.m.

and

1:15 p.m. – 3:45 p.m.

Monday through Friday

The Human Resources Office follows CCPS' approved school calendar, including delays and closures for inclement weather and other emergencies.





Payment

The background processing fee is \$35.00

Cash or Check are the only accepted forms of payment.

CCPS will not charge processing fee for individuals who are seeking employment, contracted employees, student teachers, or interns.

The cost of processing your background cannot be refunded, reduced, or waived.



Identification

You must present unexpired government-issued photo identification:

- VA or other State driver's license
- State or Local Government Identification
- U.S. Passport
- U.S. Permanent Resident Card
- U.S. Employment Authorization Document
- U.S. Military Identification
 Card