

FLORIDA DEPARTMENT OF EDUCATION



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MEMORANDUM

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TO: District School Superintendents
School District Certification Contacts

FROM: David C. Ashburn

DATE: July 31, 2002

SUBJECT: Fingerprint Reports/Issue Requests

This memorandum is sent to provide information regarding submission of the new digital fingerprint processing reports. It is so exciting that each school district now has the equipment in place for digital fingerprinting and that all districts are fully operational. The greatly reduced time frame for receipt of criminal history information from several weeks or months to only a few days, and in some instances a few minutes, greatly enhances the ability of the school districts to make informed employment decisions to better ensure the safety and well-being of Florida students. Therefore, school districts should no longer send hardcopy fingerprint cards to the FDLE and FBI for processing that takes several months.

In order for the certification automated system to schedule the issuance of the certificate within 30 days of receipt of the fingerprint clearance report for complete applications, it is imperative that the printed fingerprint report is sent at the same time as the issue request form, CT 110. If the forms are not received at the same time, the result is multiple handling and delays in the processing of applicant files. As a reminder, if a fingerprint report indicates a criminal history record, the file is referred to the Professional Practices Office for review and determination of eligibility for issuance of a certificate. That process may not be completed within 30 days.

If a CT-119 form indicating previous fingerprinting and continuous employment is submitted rather than a fingerprint report, please submit both the CT 110 issue request form and the CT 119 fingerprint verification form and fingerprint cards if not on file in Tallahassee at the same time. Adhering to this procedure will likewise improve the processing efficiency and shorten the time frame for getting certificates.

If additional information is needed, please contact the individual shown above.

DA/bg