

Professional Standards Department - Fingerprinting Office

**FINGERPRINT VERIFICATION FORM
CONTRACTORS/VENDORS**

Before being considered an approved contractor/vendor, you must be fingerprinted through the Professional Standards Fingerprinting office. Return the verified form to your supervisor, and retain a copy for your records.

Please bring the following with you:

- *Photo I.D.*
- *Original Social Security Card*

NOTE: Effective July 1, 2009 - *The fee for fingerprinting is \$81.25 and must be paid by one of the following options:*

- *Via the internet at <http://www.flprints.com> - credit card required*
- *Or by calling (877) 357-7456 – credit card required*
- *Or by money order made out to: FINGERPRINTING SERVICES LLC*

The Hillsborough County Public Schools administration fee is \$4.75 and must be paid by separate money order ONLY made payable to HCPS. The total fee remains \$86 and is good for five years from the date of fingerprinting.

Date _____

Employee Name _____

Company Name _____

Social Security Number _____

Position _____

Signature of Supervisor/Vendor/Contractor _____

Signature of Professional Standards Fingerprinting Personnel _____

Fingerprint Department Use ONLY

Fingerprint Verification

Code #7 _____ Outside Provider/Vendor/Contractor

THE FINGERPRINTING DEPARTMENT IS
LOCATED AT:

Instructional Services Center
2920 North 40th Street
Tampa, FL 33605

813-840-7178
FAX 813-840-7191
fingerprinting@sdhc.k12.fl.us

HOURS:
Tuesdays and Thursdays ONLY
7:30 a.m. – 4 p.m.

Notice

HCPS collects your Social Security number for the following purposes: Identification and verification, employment qualification, tax reporting, benefits and retirement processing, unemployment compensation, and state reporting to the Department of Education. Social Security numbers are also used as a unique numeric identification within some of our systems and may be used for search purposes.

Nota

Las Escuelas Públicas del Condado de Hillsborough requieren su número de seguro social para los siguientes propósitos: identificación y verificación, requisitos para empleo, reportes de impuestos, procesamiento de beneficios y jubilación, compensación por desempleo y reportes estatales para el Departamento de Educación. El número de seguro social también es usado como un número distintivo de identificación dentro de algunos de nuestros sistemas y podría usarse para buscar información.