

WAVERLY

COMMUNITY SCHOOLS

Pride. Tradition. Excellence.
HUMAN RESOURCES OFFICE

Vincent C. Perkins
Director of Human Resources

Kim Walker
Human Resources Administrative Assistant

**Below are the names of local agencies which offer
Livescan Fingerprinting:**

DK Security: Fingerprint by *appointment only*, 8:00am-5:00pm

Monday-Friday

(517) 676-4007

700 N. Washington Avenue

Lansing, MI 48906

*The fingerprint fee is \$60.00 and may be paid in cash, money order, check or credit card.

**Picture identification is required.

Lansing Police Department: Fingerprinting, 8:00am-3:00pm Monday-Thursday. No appointment necessary.

(517) 483-4600

120 W. Michigan Avenue

Lansing, MI 48917

*The fingerprint fee is \$59.25 and may be paid with cash, credit card, bank check, or money order. No personal checks will be accepted.

**Picture identification is required.

Ingham County Sheriff: Fingerprinting, 9:00am-5:00pm Monday-Friday. No appointment necessary.

(517) 676-2431

630 N. Cedar

Mason, MI

*The fingerprinting fee is \$65.25 and may be paid with check or credit card (Visa or MasterCard).

**Picture identification is required.

***This expense is the responsibility of the employee. Please take the attached forms to the agency of your choice. The forms will provide the necessary information for the district to receive your fingerprinting results.**

LIVESCAN FINGERPRINT REQUEST

AUTHORITY: MCL 28.214, MCL 28.273 & MCL 28.162; **COMPLIANCE:** Voluntary, however failure to complete this form will result in denial of request.

After fingerprinting, return signed and completed form to employer or licensing agency.

I. Fingerprint Reason						
1. Code						
SE-MICHIGAN SCHOOL EMPLOYMENT (ADAM WALSH ACT)					\$46.50+LS Fee	
CPE-NCPA-CHILD PROTECTION EMPLOYMENT (PL 103-209)					\$46.50+LS Fee	
CPV-NCPA/VCA-CHILD PROTECTION VOLUNTEER (PL 105-251)					\$45.00+LS Fee	
2. Requestor/Agency ID		3. Agency Name				
1622P		WAVERLY COMMUNITY SCHOOLS				
II. Applicant Information: Type or clearly print answers to all fields before going to be fingerprinted.						
1a. Last Name		1b. First Name		1c. Middle Initial		1d. Suffix
2. Any Alternative Names, Last Names, or Aliases (Optional)						
3. Place of Birth (State or Country)			4. Date of Birth		5. Social Security Number (Optional)	
6. Driver License State			7. Driver License Number			
8. Address						
9. City			10. State		11. ZIP Code	
12. Sex	13. Race	14. Height (Ft. & In)	15. Weight (Lbs)	16. Eye Color		17. Hair Color
III. Live Scan Information: Type or clearly print answers to all fields at the fingerprinting site.						
1. Date Printed			2. Picture ID Type Presented			
3. TCN			4. Live Scan Operator			

I understand the personal information and fingerprints submitted by live scan are used to search against criminal identification records from both the Michigan State Police (MSP) and Federal Bureau of Investigation (FBI). I hereby authorize the release of any records to the person or agency listed above.

I further understand MSP and the FBI may also retain the submitted information and fingerprints as permitted by the Privacy Act of 1974, 5 USC § 552a, for routine uses beyond the principal purpose listed above. Routine uses include, but are not limited to, disclosures to governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security, or public safety.

Signature: _____ **Date:** _____

28 CFR §16.34- Procedure to obtain change, correction or updating of identification records.

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

**** ENSURE THAT THE CORRECT FINGERPRINTING REASON CODE AND AGENCY ID ARE USED. MSP WILL CHARGE FOR SECOND REQUESTS DUE TO INCORRECT CODES. ****