



North Campus Police Department

Hours of Operation:

Monday through Friday 9:30 a.m. – 3:30 p.m.

11380 N.W. 27th Avenue, Building 8,

Third Floor, Room 8354 Miami, Florida 33167

Phone: 305-237-8479



New Fingerprinting Payment and Procedures

The new fingerprinting payments and procedures listed below apply to all students taking service-learning, field placement, methods and practicum courses as well as college interns.

\$57 Fingerprinting Processing Fee

- \$57 cash payment or money order payable to **“Miami Dade College Bursar’s Office.”** All students must take a paid receipt from the Bursar’s Office to MDC North Campus Police Department at the time of their appointment.
- Prepay by credit card (your credit card will be charged \$57). Payments must be made prior to appointment.
- Visiting the Miami Dade College-North Campus Police Department website to set appointments by going to <http://myappt.mymdc.net> you must use your **username** and **password** from your MDC login information. You may pay online when you set your appointment. **No walk-ins allowed.**

Required Forms of Identification

- A current official picture identification such as a driver’s license, passport (must have current US visa) or State of Florida identification card, **AND**
- Your social security card must be presented at the time of printing!
- Completed Application. The application will be given at MDC North Campus Police Dept.

Please Note:

If your program is Exceptional Student Education (ESE) Science (Physics, Biology, Chemistry, Earth/Space) or Mathematics you need to inform the Fingerprinting Office that you are being fingerprinted for Education courses. If your program is Early Childhood Education, you need to inform the fingerprinting office that you are being fingerprinted for Early Childhood Education.



**Police Department
Bursar's Authorization to Collect Fee for
Fingerprint and Background Check
Account 32303803 N30381 10 46627**

Date: _____

Name: _____

Miami Dade College Identification Number:

I understand that this fee must be paid prior to my fingerprint/background check. Fee is non-refundable and non-transferable and may be paid via cash, money order, check or credit card. The payment of this fee may be made at any Miami Dade College Campus Bursar's office. Failure to keep scheduled appointments may result in a financial penalty.

Signature: _____



Payment to be made at Miami Dade College Bursar's Office

_____ **\$57.00 for students- medical, education-Service-learning Hours**

_____ **\$60.00 for adjunct/part-time employees/ pre-school applicant**

_____ **\$60.00 for prospective employees/applicants**

_____ **\$52.00 for all security licenses (D&G licenses)**

Cash receipt # _____

For all current M-DCPS Employees in any capacity (Paraprofessionals, Substitute Teachers, Educators (Teachers), Office Personnel)
NOTE: IF YOU ARE NOT A CURRENT M-DCPS EMPLOYEE, SKIP THIS FORM.