

## FINGERPRINTING AND CLEARANCE CARD PROCEDURES

WHO?	HOW TO APPLY?	WHERE?	COST/ DOCUMENTS	DUE DATE	DELIVERY DATE	VALID DATE
Pre-service teachers/SOE Students <sup>1</sup>	<p>1. On-line appointment: (<a href="http://myappt.mymdc.net">http://myappt.mymdc.net</a>)</p> <p>2. In person (no appointment) Complete application form: MDCPS Service Provider Input form found in LiveText.</p> <p>(NOTE: Student should specify if he/she is an ESE or Early Childhood Education student)</p>	<p>1. MDC North Campus Police Dept./Fingerprinting Office<sup>a</sup></p> <p>2. M-DCPS Fingerprinting Office<sup>b</sup></p>	<p><b>1. \$57.00</b> a. on-line payment receipt OR... Bursar's Office receipt (cash/money order to MDC Bursar's Office) b. application form provided there.</p> <p><b>2. \$71.00:</b> a. money order to School Board Miami Dade Fingerprinting. b. M-DCPS Service Provider Input form completed. <b>Both require:</b> c. original social security card or government issued ID d. picture ID.</p>	First week of the semester	15- 20 days ; Sent by mail or pick-up at : R. IAP-10.	2 years from clearance date
M-DCPS Employees <sup>2</sup>	Complete form, Authorization for Release of Confidential Information to request clearance date from M-DCPS Fingerprint police records. (form found in LiveText <sup>3</sup> )	Send form to: Office of Student Teaching and Field Placement. <sup>c</sup>	N/A	First week of the semester	15-20 days; Sent by mail or pick-up at R. IAP-10.	2 years after request date
Students which card was lost or expired.	Fill out Clearance Card Replacement form, found in LiveText. <sup>3</sup>	Bring form in person to IAP-10, or send form by e-mail to: Office of Student Teaching and Field Placement. <sup>c</sup>	N/A	As needed	15-20 days; Sent by mail or pick-up at R. IAP-10.	2 years from clearance date and/or request date (if expired)

### Notes:

<sup>1</sup>Fingerprinting is required for a police background check for Pre-service teachers to conduct their service/practice hours at approved Learning Centers and Miami Dade Public Schools. A clearance card is prepared by the Office of Student Teaching and Placement to be presented to the schools as evidence of the pre-service teachers' cleared status. Students will be then registered in the schools Application Tracking System (ATS), **not** in the "Volunteer" database.

<sup>2</sup> Fingerprinting is not required again. Clearance card is issued after verifying clearance date with M-DCPS police records.

<sup>3</sup> If you do not have access to LiveText, you may request the necessary form to the Office of Student Teaching and Field Placement.

### Contact information:

a- MDC Fingerprinting Office, North Campus Police Dept: 11380 NW 27<sup>th</sup>. Ave., Bldg. 8, 3<sup>rd</sup>. fl. R. 8354, Miami, Fl.tel. 305-237-8479  
b- M-DCPS Fingerprinting Office: 1500 Biscayne Blvd. S.141R, Miami, Fl. tel. 305-995-7472.  
c- Office of Student Teaching and Field Placement: R. IAP-10, tel. 305-237-6653, fax: 305-237-6708; [fingerprintingSOE@mdc.edu](mailto:fingerprintingSOE@mdc.edu)