



Office of Student Teaching and Field Placement FINGERPRINTING AND SECURITY CLEARANCE PACKET

FREQUENTLY ASKED QUESTIONS

- 1. Do I have to be fingerprinted?** Yes, every student taking EDF 1005 and EDF 2085 requiring service-learning hours and any upper division students in courses requiring field hours needs to be fingerprinted to obtain a clearance card.
- 2. Where do I go to get fingerprinted?** You may be fingerprinted at any of these locations:
 - MDC North Campus Police Department located at 11380 N.W. 27th Avenue, building 8, Third Floor, Room 8354. You must make a previous appointment online by going to <http://myappt.mymdc.net> and should login with their MDC username and password. **Students will be seen by appointment only.** No walk-ins will be served.
 - M-DCPS Fingerprinting Office, 1500 Biscayne Blvd. S.141, Miami, Fl. You may go personally during their hours of operation; 7:00 a.m. to 4:00 p.m. **No appointment is required.**
- 3. Can I be fingerprinted at a Miami-Dade County police station?** No, you cannot be fingerprinted at a local police station. M-DCPS requires that you be fingerprinted by the MDC North Campus Police Department or at the M-DCPS Fingerprinting Office at Biscayne Blvd.
- 4. How much does it cost?**
 - **MDC North Campus Police Department – The fee is \$57.00** paid in cash or money order payable to MDC Bursar's Office. The Bursar's Office require students to fill out the "Bursar's Authorization to Collect Fee for Fingerprint and Background Check" form. You **may also pay with a credit card** when making your appointment on-line.
 - **The cost at the MDCPS Fingerprinting Office is \$71.00**, payable through a money order to the order of "School Board Miami Dade Fingerprinting". Cash or credit card payments are **NOT ALLOWED** at this location.
- 5. What documents do I need to bring to the Fingerprinting offices?**
 - MDC North Campus Police Department: A paid receipt from the Bursar's office with the "Bursar's Authorization to Collect Fee for Fingerprint and Background Check" or the on-line credit card payment receipt, the original social security card and picture identification. International students must bring a government issued photo ID, or a passport with a valid visa.
 - M-DCPS Fingerprinting Office - The M-DCPS Service Provider Input Document from LiveText, the original social security card and picture identification. International students must bring a government issued photo ID, or a passport with a valid visa.
- 6. What happens if I miss the appointment?** Missed appointments may result in a financial penalty of \$25.00. If Miami-Dade County is under a hurricane watch or hurricane warning, all appointments will automatically be cancelled and it will be your responsibility to re-schedule your appointment on-line.



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7. **When I go to the MDC North Campus Police Department website, what type of background check do I schedule?** You must select it according to your program of study one of the following: Early Childhood Education Students' Background Check or Education Students' Background Check.
8. **Can I wait until the middle or the end of the semester to be fingerprinted?** No. **You must be fingerprinted during the first two weeks of the regular semester and the first week of the short term course.** This will allow you time to receive your clearance card and complete your SOE service-learning or field experience hour requirements.
9. **I am currently employed by M-DCPS, do I have to be re-fingerprinted?** No. You do not have to be re-fingerprinted. However, you must fill out the "Authorization for Release of Confidential Information" form in this packet (or in LiveText) and provide your M-DCPS employee number to obtain the clearance date from the MDCPS Fingerprinting Office. This form should be faxed to the Office of Student Teaching and Field Placement at 305-237-6708. After obtaining the clearance date, the clearance card will be issued and sent by mail to your current address. It may also be picked up at the Field Placement Office offices at Room IAP-10.
10. **I am a former employee of M-DCPS do I have to be re-fingerprinted?** Yes.
11. **I recently completed a background check at a Miami-Dade County police department, including fingerprinting. Do I need to be re-fingerprinted?** Yes. M-DCPS only accepts internally processed or MDC North Campus Police Department conducted background checks.
12. **I work at a private school and completed a background check for them. I am taking this class for certification. Am I required to be fingerprinted by M-DCPS?** No. If you are doing your SOE service-learning hours at a private school for certification, you will need a letter from the school principal on school letterhead with your fingerprinting results.
13. **What should I do if I have been arrested or detained?** If you have been arrested or detained you will not receive clearance. You should drop the class, get fingerprinted, go through the M-DCPS clearance process, and then register again for the course when you have your clearance card.
14. **How long will it take to receive my clearance card?** You should receive your card **in the mail in approximately 15- 20 days** of being fingerprinted if you cleared the background check.
15. **It has been more than 20 days since I was fingerprinted and I haven't received my card, what should I do?** E-mail the Student Teaching and Field Placement Office at fingerprintingSOE@mdc.edu to verify the status. Please include your name, student ID number, last four digits of your Social Security number, mailing address, and phone number in the email as well as the fingerprinting date.
16. **How do I know that my clearance card will be sent to the correct address?** MDC will mail your card to the address in your official MDC student records. To verify and/or update this address, go to your myMDC account (accessed via www.mdc.edu, select "Current Students" select "Change My Info").



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17. **How long is my clearance card active?** Your clearance card is active for two years from your clearance date. Your card must be renewed before the expiration date. Students must return the expired clearance card to the Student Teaching and Field Placement Office to obtain a new card.
18. **What if my card expires and I was not enrolled at MDC?** A new card may be issued on or after expiration as long as you have been enrolled for at least two consecutive semesters. If you were not enrolled for two consecutive semesters prior to card expiration, you must repeat the fingerprinting process for a new card to be issued.
19. **What if I lost my card?** E-mail us at fingerprintingSOE@mdc.edu. Please include your name, student ID number, last four digits of your Social Security number, mailing address, and phone number in the e-mail and the approximate clearance date. You may also fill out the Clearance Card Request form in our offices at IAP-10 and get your card immediately.
20. **I was arrested for shoplifting seven years ago. Will I pass the background check?** No. Anyone who has been arrested or detained will be “flagged” by the fingerprinting background check. You will not be cleared until you provide the required documentation to the M-DCPS Fingerprinting Office/Professional Standards. Please refer to the M-DCPS letter provided in this packet, (See p. 8).
21. **I was detained by the police 10 years ago, but not arrested and not convicted of anything. Will I pass the background check?** No. Anyone who has been arrested or detained will be “flagged” by the fingerprinting background check. You will not be cleared until you provide the required documentation to the M-DCPS Fingerprinting Office. (refer to the M-DCPS letter on page 8)
22. **What actions will prevent me from clearing the background check?** Anyone who has been arrested and/or detained will be flagged. Please refer to “Employment Standards” for actions that prevent you from clearing the background check. (page 9)
23. **What should I do if I have been arrested or detained?** Anyone who has been arrested or detained will be “flagged” by the fingerprinting background check. You will not be cleared until you provide the required documentation to the M-DCPS Fingerprinting Office. (refer to the M-DCPS letter on page 8)
24. **I have received speeding tickets and parking tickets. Will that prevent me from passing the background check?** No. Traffic violations do not prevent you from clearing your background check.
25. **What if I can’t remember if I’ve been arrested or detained, or if it was so long ago I think it won’t show up?** Get fingerprinted and you will be notified if you cleared in approximately 15 - 20 days.
26. **If I don’t pass the background check, how do I get cleared?** You will not be cleared until you provide the required documentation to the M-DCPS Fingerprinting office/Professional Standards. Please refer to the M-DCPS letter provided in this packet. (p. 8)
27. **How long does it take M-DCPS to give me clearance after I’ve been flagged?** It takes one to three months or longer to be cleared, depending on the nature of your offense.
28. **If I was fingerprinted in another Florida school district, do I need to be re-fingerprinted?** Yes. M-DCPS does not accept fingerprints from other school districts.