FINGERPRINTING AND SECURITY CLEARANCE INFORMATION

Why do I need to be fingerprinted? All pre-service teachers who are completing School of Education (SOE) clinical experience hours in Miami Dade County Public Schools (M-DCPS) or Early Childhood Educational Centers are required to be fingerprinted and background checked and must pass a Level 2 clearance by the Federal Bureau of Investigation (FBI). Upon arrival at the school, students must present the fingerprinting clearance card to be recorded in the school’s Application Tracking System (ATS). This is the only clearance verification document needed to work in the classroom.

How do I get a clearance card? Students enrolled in courses at the School of Education, can ONLY get fingerprinted at: M-DCPS 1450 NE 2nd Avenue, Suite 150, Miami, FL Phone: 305-995-7472. Walk-ins only, no appointment needed, Monday-Friday 7:00 A.M. to 4:00 P.M.

What documents do I need to take to the M-DCPS Fingerprinting Office?
1. The M-DCPS Service Provider Input Document available at:
   i. SOE advisement offices at InterAmerican Plaza (R. 6021), North (R. 225) or Kendall (R. 6219) campus.
   ii. The Fingerprinting packet sent to students by e-mail the first week of school.
2. $99.00 money order payable to “School Board Miami – Dade Fingerprinting. Visa or MasterCard credit card also accepted
3. The social security card and picture identification (Driver’s License or Florida State ID).
   i. International students must bring a government issued photo ID, or a passport with a valid visa in the absence of a social security.

How long before I get my clearance card? This process may take up to three weeks after being fingerprinted. Therefore, you should get your prints done as soon as you register in a class with service learning/clinical experience requirements.

How do I pick up my clearance card? You are required to make an appointment to pick up your clearance card at the InterAmerican Campus. You will receive an e-mail with instructions for scheduling an appointment two-three weeks after getting being fingerprinted.

What do I do if I lost my card? To request a replacement card, you may complete the Clearance Card Request form via the link: http://c1.livetext.com/misk5/formz/public/94657/Kdo2PXcCw5 You will be notified via your MDC e-mail address within 2 weeks.

How long is my clearance card active? Clearance cards are valid for five years from your clearance date.

What if my card expires and I haven’t finished my studies at MDC you must be fingerprinted again to get a new card.

If I don’t pass the background check, how do I get cleared? If you were arrested and/or detained you will be reported as “pending” and we may not issue a clearance card. The M-DCPS Fingerprinting Office/Professional Standards will notify you via a certified mail to provide the documentation to clear your case. You will not be cleared until your case is resolved. Students will not be allowed to get an “Incomplete” in a class requiring hours for not having a valid clearance card.

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.

What if I am a present M-DCPS employee who has been cleared for background check? Complete and submit the Clearance request form via the link http://c1.livetext.com/misk5/formz/public/94657/Kdo2PXcCw5 to authorize our office to verify your clearance date with M-DCPS Fingerprinting office. Once cleared, we may issue a clearance card and you will be notified via e-mail to pick it up. However, if you resigned or were terminated, your clearance status is invalid and you will need to get re-fingerprinted.

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.

If I am a transfer student from another Higher Ed institution and already have a clearance card, do I need to be re-fingerprinted? You will not have to get re-fingerprinted if you had your prints done at M-DCPS Fingerprinting Office. We may verify your clearance date and re-issue a replacement card from MDC. You must request it via the Clearance request form: http://c1.livetext.com/misk5/formz/public/94657/Kdo2PXcCw5. You will be notified via your MDC e-mail address within two weeks.

I recently completed a background check at a Miami-Dade County police department. Do I need to be re-fingerprinted? Yes. MDC only accepts internally processed background checks conducted at the M-DCPS Fingerprinting Office.

Miami Dade College, School of Education,
InterAmerican Campus, 627 SW 27 Avenue, Miami, FL 33135
Building 6, Room 6021 (second floor)
Phone: 305-237-6456 Fax: 305-237-6179
E-mail: fingerprinting SOE@mdc.edu
To the Office of Fingerprinting:

I request that the above mentioned person be fingerprinted to provide services to students as a

SOE Service-Learning/Clinical Experience and/or Educator Preparation Institute…
(Coach, Outreach Support, Intern, Agency Employee).

Dr. Susan Neimand
Name Typed

Miami Dade College
School of Office

Signature

Fingerprinting payment and processing procedures are located on the back of this form.

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