



# BREVARD PUBLIC SCHOOLS OFFICE OF DISTRICT AND SCHOOL SECURITY FINGERPRINTING PROCEDURES

**PLEASE READ AND REVIEW THE FOLLOWING INFORMATION CAREFULLY**

## **NEW HIRES AND INTERNS:**

**COST: \$57.25**

**PAYMENT:** Credit/debit card (Visa or Mastercard) \*  
Money order payable to Fingerprint Services, LLC

## **VOLUNTEERS:**

**COST: \$52.25** if paying by check or money order.  
Payable to Brevard County School Board

**\$57.25** if paying by credit/debit card (Visa or Mastercard)\*

Volunteer information **must** be in the VIPS database **prior** to being fingerprinted.  
This can be done at any school's front office or at ESF Customer Service.

## **RECERTIFYING AND CURRENT EMPLOYEES:**

There is no cost for fingerprinting for current permanent Brevard Public Schools Employees

## **CONTRACTORS:**

Please refer to our website at <http://security.brevard.k12.fl.us/> for further instructions on JLA fingerprinting procedures

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### **\*HOW TO MAKE A CREDIT CARD PAYMENT:**

Credit Card Payments are accepted via the Department of Education payment center at [www.flprints.com](http://www.flprints.com) or **1-877-357-7456**

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### **OFFICE HOURS:**

Monday - Thursday 8:00 - 4:30

We operate on a walk in basis, no appointments taken.

Please note that we do not close during lunch, but we are at a limited staff during that time so processing time may be longer.

### **LOCATION:**

2700 Judge Fran Jamieson Way  
Viera, FL 32940 (321) 633-1000 x233

**PLEASE BRING A VALID DRIVER'S LICENSE OR STATE IDENTIFICATION CARD**

Andrea E. Alford, Director  
Office of District and School Security  
Brevard Public Schools

Revised 4/30/2010