



CHRISTINA SCHOOL DISTRICT
Human Resources Office

TO: NEWLY HIRED EMPLOYEES
SUBJECT: Fingerprint and Criminal Background Check

Procedures for Criminal Background Check

1. The State Bureau of Identification personnel will process applicants at Troop 2, 100 LaGrange Avenue, Newark, DE 19702, by appointment only. Appointments may be made by calling 800-464-4357 or 302-739-2528 between 8:30am and 4:00pm Monday through Friday excluding holidays. Appointments will be on Mondays between 8:30am - 4:00pm, Tuesdays between 11:30pm - 6:30pm, Thursdays 8:30am – 3:30pm, and Fridays 8:30am – 3:00pm. The person scheduling appointments will also be able to provide directions and answer questions for the person needing fingerprinting.
2. Effective July 1, 2008, a fee of \$69.00 is required for state and federal processing of fingerprint cards and criminal history records. Payment shall be made in the form of cash, credit card (no American Express), or business check payable to the Delaware State Police.
3. Applicants must complete fingerprint cards with the necessary personal information and sign the waiver form to release criminal history record information to the district. At the time of processing, the applicants must show proof of identification in order to complete the criminal history request.
4. Certified copies of the criminal history will be forwarded to the applicant and the personnel director of the district.
5. A Verification Form of Processing will be completed by Delaware State Police personnel and provided to the applicant to return to the personnel office.

Listed below are the police barracks and times that will process the necessary fingerprints.

New Castle County Troop #2 – 100 LaGrange Avenue, Newark
APPOINTMENTS ONLY: 800-464-4357 or 302-739-2528

Kent County Blue Hen Corporate Center, 655 Bay Road,
Suite 1-B, Dover, DE 19901
Monday: 9:00am – 7:00pm
Tuesday – Friday: 9:00am – 3:00pm
(Excluding Holidays)
NO APPOINTMENT NECESSARY

Sussex County Troop #4, U.S. Route 113, Georgetown
Wednesday (every other): 11:30am - 6:30pm
APPOINTMENTS ONLY: 800-464-4357 or 302-739-2528