



MIAMI-DADE COUNTY PUBLIC SCHOOLS
ACES INPUT DOCUMENT (TEACHERS ONLY)

Social Security # _____ - _____ - _____

Last Name _____ First _____ MI _____

AKA _____

Sex _____ EEO _____ Birth Date _____

Permanent Address _____

City _____ State _____ Zip Code _____

Phone Number _____

Date _____

To the Office of Fingerprinting:

I intend to hire the abovementioned person at _____
(Name of School)

Charter School effective _____ as a full-time _____
(Start Date) (Subject Area)
teacher.

Name Typed

Signature

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

Fingerprint Payment - Revised

Effective July 1, 2007, the revised fingerprint payment listed below applies to all full and part-time instructional and non-instructional Miami-Dade County Public Schools (M-DCPS) applicants and employees, contracted and charter school employees, specified university and college interns, and private bus drivers.

\$71 Fingerprinting Processing Fee

- \$71 money order payable to "SCHOOL BOARD MIAMI-DADE FINGERPRINTING"

Required Forms of Identification

- A current official picture identification such as a driver's license, passport or State of Florida identification card, AND
- Your social security card must be presented at the time of printing!

M-DCPS Fingerprint Office

1450 NE 2nd Avenue, Suite 110, Miami, FL 33132

Phone: 305-995-7472

Hours of Operation: Monday through Friday 7:00 a.m. - 4:00 p.m.

Drug Testing (Charter Schools)

- \$25.50 Money order made payable to "Miami-Dade Co. Public Schools".
- Fingerprint confirmation sheet

M-DCPS Drug Testing Office

1501 NE 2nd Avenue, Suite 336, Miami, FL 33132

Phone: 305-995-1462

Hours of Operation: Monday through Friday 8:00 a.m. - 4:00 p.m.

Revised 9/28/2012