

### Fingerprint Hours

#### Business Hours

Monday-Friday  
8:00-4:00 p.m.

#### Summer Hours

Monday-Thurs  
8:00-4:00 p.m.

Please arrive at least 30 minutes prior to closing.



Phone: 850-767-1670

520 School Avenue  
Panama City, Florida 32401

**NO CASH ACCEPTED**

## Fingerprint Renewal

(for current five year prints renewal)

**\$50** ☐ CHECK (payable to Bay District Schools) ☐ MONEY ORDER (payable to Bay District Schools)

☐ VISA

☐ MASTERCARD

**You will not be fingerprinted.** Your fingerprints on file will be re-submitted to be processed by FDLE and the FBI. Payment for fingerprint resubmission is the responsibility of the employee. The completed form and payment must be taken to the Bay District Schools Police Safety & Security Dept located at 520 School Avenue, Panama City, FL 32401. This may also be sent in the courier if payment is made by check or money order. Visa/MC payments must be made in person. No cash is accepted.

Florida Statutes 1012.465 requires that school district employees who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet a level 2 screening requirements every five years.

### Please Print:

Name: \_\_\_\_\_

Full social: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Resubmission Date: \_\_\_\_\_

Position: ☐ Volunteer/Chaperone ☐ Contractor/Vendor ☐ Teacher ☐ Administrative: ☐ Support

Location: \_\_\_\_\_

School or Dept Name