



DEPARTMENT of CATHOLIC EDUCATION

Office of Catholic Schools

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ELECTRONIC Fingerprinting Procedures for New Hires

The employee should:

1. Visit the Lowndes County Sheriff's office Monday - Friday from 8:00am - 4:30pm for fingerprinting services. The fingerprint card will cost approximately \$15.
2. Make two (2) additional copies of the fingerprint card: one (1) for your records and one (1) for your administrator.

Please make sure to complete this process on a computer (not a phone or tablet) and please use Mozilla Firefox or Internet Explorer (the FBI system is not compatible with Google Chrome or Safari).

3. Go to the <https://www.edo.cjis.gov/#/> website. Complete the **Available Now: EDO** process (the blue box) by first going to Option 1: **HOW TO SUBMIT YOUR REQUEST ELECTRONICALLY** – click on that link. When you click on the link, a new page will open. When the page opens, there will be a blue box in the How to Submit a Request section, enter your work email. When you do that, they will send you an email with a PIN number on it – **please write this down AND SAVE this email.**
4. Then, you will click on **CLICK HERE**. This will take you to the online registration form. Complete step by step as instructed. There will be an \$18 processing fee to be paid online. At the end, you will receive an email. **PRINT THIS EMAIL And Forward a copy of this email to your principal.**
5. Mail the printed email with your original fingerprint card to the FBI as instructed. The FBI suggests that you put tracking on your envelope.
6. Once your envelope is received, it will take approximately 7 business days to send the report to you via email. If you would also like the hard copy response, please check the "preferences box" on the application to state that you would like the hard copy response in the mail/post.
7. **When you receive your results via email, you should retain one (1) copy for your records and make one (1) copy for your administrator to be placed in your employee file.**