

<b>DELAWARE</b> <b>DEPARTMENT OF CORRECTION</b> <b>RECRUITMENT &amp; SELECTION UNIT</b> <b>245 MCKEE ROAD, DOVER, DE 19904</b> <b>302-857-5298</b>		<b>REQUEST FOR FINGERPRINTS</b> <b>SBI/FBI</b>	
This is to verify that the following applicant for employment with the Delaware Department of Correction was fingerprinted for both SBI and FBI on the date indicated below.			
Employee Name		SSN	DOB (MM/DD/YYYY)

\_\_\_\_\_  
Signature of SBI employee

\_\_\_\_\_  
Date (MM/DD/YYYY)

**TO SBI EMPLOYEE**

Please return this form to the Department of Correction Human Resources Department via State e-mail. Thank you

**TO APPLICANTS**

Fingerprints must be completed (or appointment scheduled) within one week of sign-up date. Hours and locations are listed below:

<b>Kent County</b> Blue Hen Corporate Center Suite 1B Route 113 South Dover, DE 19901  Monday 9 am – 7 pm Tue-Fri 9 am – 3 pm (excluding holidays)	<b>Sussex County*</b> Delaware State Police Troop #4 U.S. Route 13 Georgetown, DE 19947  Every other Wed 12 pm-6:30 pm (by appointment only)	<b>New Castle County*</b> Troop #2 100 LaGrange Avenue Newark, DE 19702 (302)834-2620  Call Ext 267 for directions & appointments
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\*You must call to schedule an appointment in Sussex and New Castle Counties  
For in-state calls only, please call 1-800-464-4357  
For out-of-state calls please call 1-800-273-9500