

Appling County Board of Education

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Phone (912) 367-8600
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FINGERPRINTING PROCESS FOR APPLING COUNTY BOE EMPLOYEES

1. Call Gail Dixon at the Sheriff's Office (912) 367-8120 to make an appointment. Please tell her you need to be fingerprinted for the Board of Education. Appointments will be taken for Monday, Tuesday and Wednesday of each week.
2. Please arrive at the Sheriff's Office a few minutes early if possible and report to the reception window. Please present this letter, signed by a BOE official, and tell the receptionist that you are there to be fingerprinted for the Appling County Board of Education. You will also be required to present your driver's license during this process. At this time, a fee of \$50.00 must be paid in the form of cash or a money order.
3. Please leave any unnecessary items locked in your car. Do not bring any weapons, or anything that can be used as a weapon into the jail. Please be mindful that this is a secure confinement facility, and you are subject to all of the appropriate rules and regulations that apply.
4. Upon being escorted to the ID Room where the LiveScan equipment is located, Sheriff's Office personnel will explain to you how the LiveScan system works. The process takes just a few minutes. Once your fingerprints are scanned, their images and your personal information are transmitted electronically to the GBI and FBI. Sheriff's Office officials will then escort you back to the entrance of the building. In the rare instance that your fingerprints are not obtainable through the LiveScan process, you will have to be fingerprinted a 2nd time (at no cost to you).
5. At this time the process is complete. The results of the background records check will be collected by BOE officials on the Friday afternoon following your appointment.

The signatures below verify that this letter was provided to me by the Personnel Department of the Appling County Board of Education.

Candidate for: Employment or Volunteer

Date

Appling County BOE Official

4/21/2015

Date

Sheriff's Department Official

Date of Fingerprinting