

## **Appendix D**

# **Miami-Dade County Public Schools Research Review Committee**

## **APPLICATION FOR SECURITY CLEARANCE**

### **Instructions:**

- 1. Before conducting any research in M-DCPS, a researcher who is not a current M-DCPS employee must obtain a security clearance from the M-DCPS Fingerprint Office.**
- 2. If you are not a current M-DCPS employee, please fill out the form in Appendix D and submit it with your application.**
- 3. Your application for security clearance will be signed by the Research Review Chairperson and returned to you. You need to submit the signed application to M-DCPS Fingerprint Office for processing.**
- 4. The background check takes few days and its cost is borne by the applicant. Once cleared, the applicant is issued a clearance letter that he/she must submit to the Research Review Chairperson to get the approval to conduct research in M-DCPS.**

**Miami-Dade County Public Schools  
APPLICATION FOR SECURITY CLEARANCE  
FINGERPRINT AUTHORIZATION FORM (Appendix D)**

**Instructions: Carefully review the instructions regarding the "Application Procedure for Security Clearance"**

**SECTION A: To be completed by the Applicant (Please type or print clearly).**

1. Last Name: \_\_\_\_\_ First name: \_\_\_\_\_ M.I.: \_\_\_\_\_

2. Alias (a.k.a.) Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

3. Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Telephone Home: \_\_\_\_\_ Office: \_\_\_\_\_ Cell: \_\_\_\_\_

5. Social Security #: \_\_\_\_\_ 6. Date of Birth: \_\_\_\_\_

7. Race:  Black  White  American Indian  Asian  Other (specify): \_\_\_\_\_

8. Gender :  Male  Female

9. Have you ever been arrested as a juvenile or an adult?  Yes  No

10. Have you ever entered in a plea of nolo contendere (do not contest) or a plea of guilty in a criminal proceeding?  Yes  No

11. Have you ever been placed in a pre-trial intervention program, been placed on probation, or been fined in a criminal proceeding?  Yes  No

12. Have you ever received an adjudication of guilty, had adjudication withheld, had a criminal case result in nolle prosequi (no prosecution), or had a criminal record sealed?  Yes  No

If you answered "yes" to any of the final four questions (10-13), you may subsequently be asked to provide a written explanation and a copy of the court disposition certified by the Clerk of the Court for each arrest.

**SECTION B: SECTION B: To be completed by the Office of Program Evaluation (RRC)**

Date: \_\_\_\_\_

RRC Number:

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To M-DCPS Fingerprint Office:

I request that the person identified in Section A be fingerprinted to provide him/her with a security clearance to conduct school-based research.

\_\_\_\_\_  
Dr. Tarek Chebbi, Chairperson  
Research Review Committee

## **APPLICATION PROCEDURE FOR SECURITY CLEARANCE**

- Before undertaking an RRC-approved study in a school, a researcher who is not a current MDCPS employee must obtain a security clearance.
- A separate application form must be used for each affiliated researcher who intends to enter a school. The original form with Section B completed by the RRC Chairperson and Section A blank may be duplicated to produce individual forms for each researcher.
- The security check is based on the researcher's fingerprints. The prints are processed digitally, so no ink is involved.
- Appointment: Call the M-DCPS Fingerprint Office at 305-995-7472 to schedule the fingerprinting.
- Address: The office is located at 1500 Biscayne Boulevard, Suite 141R., Miami, FL 33132
- Required Documents: Bring with you the following documents: (a) this form with Sections A and B completed; (b) your driver's license; and (c) your social security card. Do not forget these documents; your application cannot be processed without them.
- Fee: The fee is approximately \$77.33 (as of July 2010). The method of payment is by money order payable to School Board Miami-Dade Fingerprinting. When you schedule your appointment, inquire about the exact amount of the fee and the current procedure for payment.
- Time Required: The security check is usually completed in about three days, unless it yields issues that need to be addressed.
- Notification: The researcher will be notified of the results of the security check by the RRC Chairperson. A researcher who is cleared by the check will be issued a letter to that effect.
- Expiration: A researcher's security clearance is valid for the life of the RRC approval on the designated study. The researcher, however, is obligated to inform the RRC Chairperson of any arrest that occurs after the security check.