

PPS Fingerprinting Process

If you have been fingerprinted by Portland Public Schools (PPS) within the past 3 years, or you have a current teaching license, you only need to complete the green form. Take it to security services during fingerprinting hours.

Otherwise, please complete the following steps:

- 1) **Pick up fingerprinting packet from _____ that includes:**
 - ❖ Criminal History Verification Form (CHVF)
 - ❖ Green Sheet
 - ❖ PPS' BESC office hours & location (*I got this info from our PPS liason*)
- 2) **Complete the 2 forms and take the CHVF to get notarized- banks have notaries.** (Some banks charge a fee if you are not an account holder.)
- 3) **Please tell _____ 24 hours before you go to PPS District Office to get fingerprinted.**
This is for billing purposes, for manager to let finance department who is coming in and how expense is billed.
- 4) **When you go to PPS District Office (501 N. Dixon), be sure to bring:**
Both complete forms (1 notarized)
Drivers License or State ID
- 5) **When you arrive, go to the Finance Dept on the 2nd floor.**
Tell them you are getting fingerprinted for *x program* and *x agency* will be billed for the fee. _____ is the contact name for *agency x*. You will receive a form indicating the fee has been paid.
- 6) **Proceed to Security Services.** Here you will get printed and your photo will be taken.
- 7) The *x agency staff* will give you your PPS Badge within a month! This badge needs to be worn at all times when on PPS property when working or volunteering. It will need to be renewed each year (only the green form is needed to renew and there is no charge). Fingerprinting is good for 3 years.

THANK YOU!