



**Culpeper**

County Public Schools

[www.culpeperschools.org](http://www.culpeperschools.org)

## FINGERPRINT BACKGROUND REVIEW



### **Requirement**

The Virginia State Police, Federal Bureau of Investigation (FBI) and the Department of Social Services (DSS) with Culpeper County Public Schools (CCPS) are permitted to obtain a full national criminal history record on individuals who are seeking employment, as well as those wishing to serve in the capacity of a volunteer, chaperone, coach, advisor, student-teacher, or intern. Such background checks are necessary to ensure a safe and secure learning and working environment.

Results must be received, reviewed, and approved prior to an individual beginning in any capacity.



### **Scheduling**

Fingerprinting appointments must be scheduled on-line at:

<https://forms.gle/eLP7hc9gZitqMkj48>

**No appointments will be scheduled by phone, email, or drop-in.**

Individuals should arrive fifteen (15) minutes in advance for paperwork processing.

Individuals arriving late may be required to reschedule.



### **Hours**

9:00 a.m. – 11:45 a.m.

and

1:15 p.m. – 3:45 p.m.

Monday through Friday

The Human Resources Office follows CCPS' approved school calendar, including delays and closures for inclement weather and other emergencies.



### **Location**

Culpeper County Public Schools  
Human Resources Office

471 James Madison Hwy.  
Suite 102  
Culpeper, VA 22701



**Phone:**

540-825-3677

**Email:**

[ccpshumanresources@ccpsweb.org](mailto:ccpshumanresources@ccpsweb.org)



### **Payment**

The background processing fee is \$35.00

Cash or Check are the only accepted forms of payment.

CCPS will not charge processing fee for individuals who are seeking employment, contracted employees, student teachers, or interns.

**The cost of processing your background cannot be refunded, reduced, or waived.**



### **Identification**

You must present unexpired government-issued photo identification:

- VA or other State driver's license
- State or Local Government Identification
- U.S. Passport
- U.S. Permanent Resident Card
- U.S. Employment Authorization Document
- U.S. Military Identification Card