COMMUNITY CHRISTIAN ACADEMY

BIBLICAL FIDELITY · ACADEMIC INTEGRITY

FINGERPRINTING PROCESS FOR VOLUNTEERS

1. Visit the Administration offices at the Martin County Sheriff's Complex on Monterey Rd.

2. **Fingerprinting can only be done Tuesday through Friday, from 8-10:00 AM or 3-4:00 PM.**

3. Request to be fingerprinted as a "*volunteer"* for Community Christian Academy. That department will charge you $10 cash (they don't take credit or debit cards or checks), and will ask for a photo ID.

4. The clerk will scan your prints and give you a card containing your prints and other information.

5. Please bring the card directly back to the Administrative Assistant within 24 hours so prints may be processed. Please pay $29.25 at CCA Central to offset the mandatory fee that the Florida Department of Law Enforcement charges CCA to process the prints. These prints are good for 5 years.

6. When you bring the card back, you **MUST** fill out a waiver agreement in front of the Administrative Assistant, so that your signature can be witnessed.

7. After the prints are processed online, a background report associated with the individual's prints will be received. Since the report is confidential, it will not be reviewed by anyone other than the Administrator and the Administrative Assistant and will remain in the Administrative Assistant's locked office.

8. If you do not hear from us, your background check is approved. You will be notified of the status of your report ONLY if there is a problem.

PLEASE NOTE

In accordance with the National Child Protection Law of 1993 (section 943.0542), all employees volunteers and contractors (described as anyone having direct contact with any of CCA's students) of Community Christian Academy are required to be fingerprinted before associating with the student body through field trips, bake sales, chaperoning events, classroom visits, lunch with their student, etc.