

Fingerprinting:

All catechists who work with children are required by the Diocese of Lansing to be fingerprinted.

You do NOT need to be fingerprinted if you have lived in Michigan for 10+ years OR have been fingerprinted elsewhere. If you do not meet either of these qualifications, follow the instruction below to get fingerprinted.

Go to the St. Andrew Youth website (www.standrewyouth.org) and go to the EDGE home page. From there, click on the **Forms & News** button. On the **Forms & News** page, look in the lower, right-hand box for Team Leaders Forms and Instructions. Click on **Fingerprinting Procedures – ISD**. This option will print out a “Livescan Fingerprint Request” form. Call the Washtenaw Country Intermediate School District Office (**PH:(734)994-8100**) to make arrangements to have your fingerprints taken. If there is a cost associated with fingerprinting and you will be reimbursed by St. Andrew for this cost. Please turn your receipt into Nancy Carter for reimbursement.

If you have any questions, please feel free to contact the EDGE office at 429-8467.

I have lived in Michigan for the past ten consecutive years, therefore not required to be fingerprinted.

| | |
|------------|------------|
| signature | date |
| print name | home phone |

If you have already been fingerprinted please provide the following information:

Date Fingerprinted: _____ Transaction Number (found on receipt): _____

By: (check one)

- a) _____ ISD
- b) _____ Other (provide name of agency _____)

If you need to be fingerprinted, you can go to the Washtenaw Country Intermediate School District office and have them done. See form on the back.

