

STEPS FOR FINGERPRINTING

HOW TO MAKE AN APPOINTMENT FOR FINGERPRINTING:

To schedule an appointment for fingerprinting, please call LEARN at (860) 434-4800, ext 156.

WHAT TO BRING WITH YOU TO THE FINGERPRINT APPOINTMENT:

- Two (2) forms of identification, one being a photo ID
- The “Request for Fingerprinting” form from the district(s)
- **A money order or certified bank check** made payable to **LEARN** for the amount of **\$25.00**. This fee covers the processing required by the State as well as LEARN’s fee to cover additional processing as required by changes in the Connecticut State statutes.

WHERE FINGERPRINTING SESSIONS ARE HELD:

LEARN
44 Hatchetts Hill Road
Old Lyme, CT 06371
(860) 434-4800

Directions:

From New Haven:

Take I-95 North to Exit 71.

At the end of the ramp, take a right and an immediate left onto Hatchetts Hill Road.

LEARN is 6/10 of a mile on your right.

From New London:

Take I-95 South to Exit 71.

At the end of the ramp, take a left and go over I-95.

Turn right onto Hatchetts Hill Road

LEARN is 6/10 of a mile on your right.

IMPORTANT NOTICE:

THE FBI MAY REQUIRE A NEW FEE OF \$19.25 IF YOUR PRINTS ARE REJECTED MORE THAN TWO TIMES AS UNCLASSIFIABLE/ILLEGIBLE. LEARN WILL MAKE EVERY EFFORT POSSIBLE TO COMPLY WITH THE PRINT REQUIREMENTS OF THE STATE AND FBI. YOU MAY ALSO BE REQUIRED TO SUBMIT ANOTHER FEE FOR \$19.25 IF YOUR PRINTS ARE DEEMED UNCLASSIFIABLE/ILLEGIBLE AND IT HAS BEEN MORE THAN 30 DAYS AFTER YOU HAVE BEEN NOTIFIED THAT YOUR PRINTS WERE REJECTED.