

# Regional Office of Education 41

## Substitute Fingerprinting

**Location:** 157 North Main Street, Suite 438 Edwardsville, IL 62025

**Phone:** 618-296-4530

**Location Note:** You will find us in the Administration Building next to the Madison County Courthouse

**Hours:** Monday – Friday, 8:30 – 4:00pm and break from 1:00 – 2:00 for lunch

**Cost:** \$42.00

**Note:** You will receive your fingerprint results in the mail. Once you have the results as well as an issued and registered teaching license or substitute license and a physical and TB on file with the ROE (dated within the last 90 days), you will receive a Substitute Authorization Form which will allow you to begin applying for substitute positions at individual districts. If you believe you have all of these things on file but you have not received your Authorization Form, please contact us at the number above.

First Name		Last Name		Middle Initial	
Maiden Name/ Other Names Used		SSN		DOB	State of Birth
Address		City		State	Zip
Gender	Race	Eye Color	Hair Color	Height	Weight
Drivers License Number		State Issued		Phone Number	
<b>Applicant Verification and Authorization</b>					
<p>I, the undersigned, hereby authorize the release of any criminal history record information that may exist regarding me from any agency organization, institution, or entity having such information on file. I authorize the Regional Office of Education in Madison County to capture and securely transmit my fingerprints to the Illinois State Police and/or Federal Bureau of Investigations for the purpose of checking my criminal history record information. I further understand that my fingerprints may be retained by the Illinois State Police and/or Federal Bureau of Investigation pursuant to applicable statute.</p> <p>If your fingerprints are AFIS unacceptable and reprinting is necessary to receive results, the customer is required to pay the reprint fee.</p>					
<b>Signature of Applicant</b>					
Signature				Date	

<b>Office Use Only</b>		
Technician Signature: _____		
Date: _____	Time: _____	Sex Offender and Child Murder _____