
MASON COUNTY EASTERN SCHOOL DISTRICT

LIVESCAN Fingerprinting procedures for prospective MCE staff and/or certain volunteers

(Effective Monday, November 18, 2015)

- ❖ Before an individual may be employed by, or in some cases, volunteer at Mason County Eastern Schools, they are required to be fingerprinted. Only background checks required by state law will be performed.

- ❖ All costs associated with fingerprinting are the responsibility of the applicant and/or volunteer. Payment (cash or checks only) must be made at the Mason County Treasurer's office located inside the court house at 304 E. Ludington Avenue. **PAYMENTS ARE NOT ACCEPTED AT THE SHERIFF'S OFFICE.**
 - Fees are:
 - \$59.75 - (SE) Michigan School Employment (Adam Walsh Act)
 - \$59.75 - (CPE) NCPA-Child Protection Employment (PL 103-209)
 - \$58.50 - (CPV) NCPA/VCA-Child Protection Volunteer (PL 105-251)

- ❖ Digital fingerprinting will be facilitated by the Mason County Sheriff's Office. Their office is located at **302 N. Delia Street** in Ludington. The Sheriff's office, to accommodate most applicants, will do prints any time...24 hours a day, 7 days a week. No appointment is necessary. However, there may be times where you will have to wait or come back later.

- ❖ Upon arrival at the Sheriff's office, go to the door located on Pere Marquette Street, push the intercom button and an officer will be with you as soon as possible. Be prepared that you will be scanned with a metal detector before entering the secure portion of the building. It is requested that you please limit your personal belongings.
 - The following items must be presented in order for fingerprinting to be completed:
 - **Mason County Eastern LiveScan form (attached)**
 - **Mason County Sheriff internal form (attached)**
 - **Mason County Treasurer payment receipt**
 - **Photo Identification**

- ❖ Once the fingerprinting process has been completed, the **LIVESCAN FINGERPRINT REQUEST must be returned to the MCE Business Office.**

- ❖ The Mason County Sheriff's office will capture fingerprints and personal information. Data will then be transmitted to the Michigan State Police who will perform the check and then forward information to the FBI. The combined responses will be electronically sent to the requesting Agency.