



Welcome to Holland Public Schools!!

In compliance with Student Safety Legislation, we are pleased to announce the availability of electronic fingerprinting services for applicant and new hire background checks.

If you have been hired for ANY POSITION with Holland Public Schools, whether you are paid through the district or PESG, you will need to follow one of the processes below. You may not work in any Holland Public School until you have completed the fingerprinting process and results are received in the Human Resources Office.

You have two options:

1. Ottawa County Sheriff's Department at Fillmore Street  
The Sheriff's Department accepts walk-ins for fingerprinting. The total cost is \$59.25 and you must bring CASH for payment at the Sheriff's Department. This location is for OTTAWA COUNTY residents only.

12220 Fillmore Street, West Olive, MI 49460  
Days & Hours: Monday – Friday 8:00 a.m. – 3:00 p.m.

2. L-1 Enrollment Services

Fingerprinting service through L-1 Enrollment Services is provided on an appointment only basis. You can schedule your appointment with IBT by calling toll free (866) 226-2952 or by visiting their website at [www.iisfingerprint.com](http://www.iisfingerprint.com). L-1 will not take fingerprint applicants on a "drop-in" basis. The total cost is \$65.25. These fees must be paid at the time of your appointment.

You must bring the attached Livescan Fingerprint request form with you at the time of fingerprinting. Only background checks required by state law will be performed. The State Police will perform the background check on the state database and will mail the responses to the employer, usually within five business days.

Should you have any questions on the above process, please contact LeeAnne Archer, Human Resources Administrative Assistant at 616-494-2021.

## LIVESCAN FINGERPRINT REQUEST

Date Fingerprinted: \_\_\_\_\_ Type of picture ID present: \_\_\_\_\_

### APPLICANT INFORMATION

Must provide a picture ID to be printed

Applicant Name \_\_\_\_\_  
Last First Middle

Date of Birth \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_

Applicant Address \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

Applicant phone number \_\_\_\_\_

### REQUESTING AGENCY INFORMATION

Agency ID: 10805P Agency Name: Holland Public Schools

Reason Fingerprinted:

SE School Employment, mol 380.1230

Total fee: \_\_\_\_\_ (Must bring exact amount)

Disclaimer: Any and all fingerprints processed with incorrect fingerprint codes/reasons, etc are the responsibility of the Requesting Agency. MSP will charge for second requests due to incorrect fingerprint reason.