

Fingerprinting for Greenhills School

Washtenaw Intermediate School District

NO APPOINTMENT NECESSARY

1. Go to their website for available times:
www.wash.k12.mi.us/hr/fingerprinting.cfm#hours
2. Download the LIVESCAN fingerprint request form.
3. The Agency ID (RQID) for Greenhills School is **62694M**
4. Complete the rest of the form.
5. The cost is \$69 (cash, credit card or certified check). They **do not** accept personal checks.
6. The website contains maps, directions, times and frequently asked questions about fingerprinting requirements.

IDENTIX

ONLINE SCHEDULING AVAILBLE AT ANY TIME

1. Go to www.iisfingerprint.com
2. Click on the "Michigan" link and then go to "Schedule a Fingerprinting Appointment On-line."
3. Enter Agency ID **62694M** and select "Michigan School Employment (MCL 380.1230a) School Teacher or Administrator" for the fingerprint reason.
4. At Step 3 you will be given the choice to enter your zip code OR choose from the regions on the drop down menu.
5. Select a desired location.
6. Select an available date (in blue) and choose the time slot that you would like to schedule your appointment.
7. Enter your complete demographic information that is noted with a red asterisk.
8. The last question will ask for your Payment Method; please choose credit card and enter your information. You will be charged \$70.
9. Once submitted, review your information for final submission. Once submitted, you will receive a confirmation number. If you provided your e-mail address, you will receive an e-mail confirmation.