



NORTH BRANFORD POLICE DEPARTMENT

305 Forest Road Northford, CT 06472 • Telephone: 203.484.2703 • Fax: 203.484.4298

FINGERPRINTING SERVICES

The North Branford Police Department will fingerprint any North Branford resident, Town of North Branford employee, North Branford School District employee, and those who work in the Town of North Branford who are required to be fingerprinted for employment or prospective employment. Any Non-Resident will be at the discretion and the availability of the person providing the fingerprints. All fingerprinting services require an online pre-enrollment registration and appointment to be made in advance upon completion of pre-enrollment.

If you need ink fingerprints, please disregard the pre-enrollment instructions and advise within your email.

Pre-Enrollment Registration Instructions

Prior to being fingerprinted, the agency must first provide the applicant with the FBI Privacy Act Statement and Noncriminal Justice Applicant's Privacy Rights forms. The applicant should then pre-enroll with the Connecticut Criminal History Request System. To register please visit:

<https://ct.flexcheck.us.idemia.io/cchrspreenroll>

Enter the service code provided by the entity requesting the background check. See your employer or prospective employer should you need further pre-enrollment instructions.

1. After entering the Service Code, confirm the Fingerprint Reason by selecting the "Yes - This information looks Correct" option.
2. Complete the Pre-Enrollment information as completely as possible. All fields in bold font/blue highlight are mandatory to move forward with the process. After filling out all applicable fields, move to the next section by selecting the "Submit Pre-Enrollment" button at the bottom of the screen.
3. After completing the pre-enrollment steps, a confirmation screen will appear confirming registration is complete, including your "Applicant Tracking Number." This tracking number will need to be provided at the fingerprinting appointment.

Once an Applicant Tracking Number has been obtained, please email: permits@nbpolicect.org "Fingerprint Request" and your full name in the subject line (Ex. Fingerprint Request – Last Name, First Name). Include in the body of the email your full name, cell phone number, current address, and Applicant Tracking Number. You will be sent a reply via email to schedule an appointment for fingerprinting. During your appointment be prepared to provide a photograph ID and the below payment. Failure to do so will result in the CANCELLATION of your appointment, and a new appointment will be made.

North Branford Police Department Fingerprint Fees:

Residents - \$ 5.00

Non-Residents - \$25.00

(CASH ONLY - EXACT CHANGE REQUIRED)

**For Temporary State of CT 60 Day Pistol Permit see further instructions.*