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## VOLUNTEER FINGERPRINT FEE WAIVER REQUEST

**Please note:** If you have been fingerprinted as a volunteer by Miami-Dade County Public Schools within the last five years, your fingerprint record may still be valid. Please call the fingerprint office at (305) 995-7473 or email [schoolvolunteerprogram@dadeschools.net](mailto:schoolvolunteerprogram@dadeschools.net) with your name and date of birth to verify.

Volunteer Name: \_\_\_\_\_  
(First) (Last)

School / Volunteer site: \_\_\_\_\_ Email: \_\_\_\_\_

Please indicate position below: *Descriptions of Level 2 programs can be found at: [www.engagemiamidade.net](http://www.engagemiamidade.net)*

- Overnight Chaperone** *must be 21 years or older*
- Physical Education Assistant** *all grade levels*
- District / Region Volunteer** *District Administrator approval required*
- Mentor** *program orientation required [click here for more information](#)*

**Name of Affiliated Organization** \_\_\_\_\_

Prior to scheduling an appointment, this fingerprint waiver must be approved and signed by the principal or work site administrator

### Please bring the following to your scheduled appointment:

- Fingerprint Fee Waiver Request signed in **blue ink** by school Principal or work site administrator.
- A current government issued photo identification (Non-expired driver's license, passport, etc.)
- Social Security Card

In case you were not issued a SSN number, please notify the Fingerprinting Department at the time appointment is made. Schedule an appointment at least 24 hours by calling 305-995-7473.

Please arrive approximately ten minutes prior to appointment time at:  
**1450 NE 2nd Ave, suite 150, Miami, Florida, 33132.**

### We look forward to your service!

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Work location #

\_\_\_\_\_  
Principal or District Administrator Approval: Date

Please note, you may NOT BEGIN service until you are cleared at Level 2 (L2) and have met the requirements for that position indicated.

Please allow (5) business days for fingerprint results

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