



Snyder County Sheriff's Office



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JOHN A. ZECHMAN
Sheriff
LUCAS C. BINGMAN
Chief Deputy

FINGERPRINT AUTHORIZATION LETTER FOR VENDOR EMPLOYEE

The possessor of this Letter is an employee of a vendor contracted to complete work in an area where network systems exist that have access to the Commonwealth Law Enforcement Assistance Network/National Crime Information Center (CLEAN/NCIC) and/or Criminal History Record Information (CHRI). The employee must present this Letter to the Snyder County Sheriff's Office in order to be fingerprinted. The employee must provide a valid photo driver's license, passport, or other acceptable photo identification, along with a vendor identification card or other proof of employment when they appear for fingerprinting.

The vendor/contractor and/or their employee must contact the Sheriff's Office to schedule an appointment to be fingerprinted. The fingerprinting process will take approximately 10 minutes.

To be completed by the agency TAC Officer or Administrator:

1. Employee Name: _____
 2. Vendor Name: _____
 3. Vendor Contact Person: _____
 4. Vendor Phone Number: _____
 5. Project, Application or System: _____
- _____

To the Booking Officer: Instructions on how to fingerprint the applicant are below.

1. Create a new record
2. Select "Applicant Database" then "Applicant Query"
3. Select "Criminal Justice Employment" as the reason
4. Enter the Sheriff's Office Booking Center's ORI (PA0550001) in the "Originating Agency" box and enter the ORI of the criminal justice agency where access is needed in the "Controlling Agency" box. A response will be generated and sent to both the ORIs identified in the Originating Agency box and the Controlling Agency box.
5. Enter ALL demographic, address and employment information
6. Take the fingerprints and transmit
7. Print one PSP Applicant card and one FBI Applicant card to give to the agency where access is needed
8. Keep this form on file