



# Snyder County Sheriff's Office



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[www.snydercounty.org/depts/sheriff](http://www.snydercounty.org/depts/sheriff)

JOHN A. ZECHMAN  
Sheriff  
LUCAS C. BINGMAN  
Chief Deputy

## FINGERPRINT AUTHORIZATION LETTER

As a requirement for employment, the applicant listed on this Fingerprint Authorization Letter must have a fingerprint-based background investigation conducted. The applicant is required to take this Fingerprint Authorization Letter to the Snyder County Sheriff's Office for automated fingerprint processing. At the time of processing, the applicant must provide a valid photo driver's license, passport, or other acceptable photo identification card.

To be completed by the agency TAC Officer or Administrator:

1. Applicant Name: \_\_\_\_\_
2. Criminal Justice Agency Name: \_\_\_\_\_
3. ORI of Criminal Justice Agency: \_\_\_\_\_

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 employing agency that the applicant is going to work for 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 applicant for the employing agency to keep on file
8. Keep this form on file