

## **WOODBRIDGE POLICE DEPARTMENT**

**4 Meetinghouse Lane  
Woodbridge, CT 06525  
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# **FINGERPRINTING SERVICES**

The Woodbridge Police Department will fingerprint any Woodbridge resident, Town of Woodbridge employee, Amity Regional School District employee, Beecher Road School employee, and those who work in the Town of Woodbridge who are required to be fingerprinted for employment or prospective employment. All fingerprinting services require an online pre-enrollment registration and appointment to be made in advance and after the pre-enrollment is completed.

### **Pre-Enrollment Registration Instructions**

**Prior to being fingerprinted you must first pre-enroll with the Connecticut Criminal History Request System. To register please visit <https://ct.flexcheck.us.idemia.io/cchrspreenroll> and 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@woodbridgepd.com](mailto:permits@woodbridgepd.com) and note “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.

### **Woodbridge Police Department Fingerprint Fees:**

**Residents - \$ 5.00**

**Non-Residents - \$ 15.00**

**(CASH ONLY - EXACT CHANGE REQUIRED)**

*\*For Temporary State of CT 60 Day Pistol Permit, Bazaar, Raffle, Food Trucks, Vendors, Solicitors, and Hawking & Peddling Applicants see further instructions.*

*\*If there is an incident that necessitates an immediate police response, and no officer is available for fingerprinting, the appointment will have to be reschedule.*