

# **Mifflin County Correctional Facility Fingerprinting Guide**

## **Applicant Fingerprinting**

Persons needing to have fingerprints taken for a job, name change, or other purpose other than a criminal procedure can have it done at Mifflin County Correctional Facility. To obtain fingerprints, applicants must pay a fee of \$30.00 at the Mifflin County Treasurer's office located in the Mifflin County Courthouse during normal business hours. Normal Courthouse hours are 8:00am until 4:30pm Monday through Friday. Applicants can then obtain fingerprints at the Mifflin County Correctional Facility by appointment (717) 248-1130. Applicants must bring the receipt they receive from the Treasurer's Office and their current driver's license or photo ID when coming to be fingerprinted. If you received any documents or fingerprint cards from an agency, you must bring those items with you as well. Fingerprint cards **MUST** be supplied by an agency to you, ensure you bring them with you and please do not write on the cards.

## **Criminal Fingerprint Orders**

Persons who have received Fingerprint Orders from a Magisterial District Court or have otherwise been directed by Mifflin County Court of Common Pleas to have fingerprinting done for a criminal matter should contact the Facility at (717) 248-1130 to schedule an appointment. You must bring the original fingerprint order and a current driver's license or photo ID with you to have Criminal Fingerprints completed. If you do not have the original Fingerprint Order, you must get a copy from the Court that ordered the fingerprints to be done before Mifflin County Correctional Facility will complete the fingerprinting procedure for a criminal matter. Photos and fingerprints will be taken for a Criminal Fingerprint Order. Once the procedure is complete, Mifflin County Correctional Facility will maintain the signed copy of the Fingerprint Order and return it to the appropriate court. Due to normal operations or emergency situations at the facility, fingerprinting may not be able to be completed as soon as you arrive but will be completed as soon as practical.

Applicant fingerprinting takes approximately 20 minutes. Due to normal operations or emergency situations at the facility, fingerprinting may not be able to be completed as soon as you arrive, but will be completed as soon as practical.

## **Criminal Background Checks**

Criminal background checks are **NOT** available during the fingerprint process.

*(Anyone who arrives for fingerprinting of any kind and appears to be under the influence will not be fingerprinted)*