

FINGERPRINTING SERVICES

The Redding Police Department will fingerprint any resident, Town of Redding Employee or prospective employee or other person who is required to be fingerprinted for employment and works or resides in the Town of Redding. Most fingerprinting service requests require an online pre-enrollment registration and an appointment to be made in advance. If you were **NOT PROVIDED WITH A SERVICE CODE** it is likely that the requesting agency provided you with a fingerprint card and is looking for your prints to be “inked” (this is usually the case with requests originating out of state). If you are looking for “inked prints” please disregard the pre-enrollment registration process and advise the dispatcher that you are wishing to schedule an appointment for inked prints.

Pre-enrollment registration:

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 to you by the agency requesting that you to be fingerprinted. The Service Code is unique to the requesting agency. If you were not provided with a Service Code by the requesting agency, please contact Captain Tim Succi for further assistance (tsucci@rpdct.us).

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 taken to your fingerprinting appointment.**

Redding PD Processing Fees:

Redding Residents & Redding/Region 9 BOE Employees: \$10.00
Non-Residents: \$25.00 (Cash Only)

Redding PD Service Hours:

Monday evening between 6:00pm and 8:00pm
Wednesday afternoon between 2:00pm and 4:00pm
Friday morning between 6:00am and 8:00am

Please call 203-938-3400 to make an appointment

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