****

**Safe Families *for* Children**

**Instructions for Fingerprint Background Checks:**

(Host Families & Supervising Family Friends)

All adults in the household (ages 18 and older) will need the fingerprint background checks. Please bring your driver’s license or picture ID with you; your screening can not be approved without ID. Twin Cedars will pay for the costs of the fingerprint screens.

**Instructions:**

1.) Call Andrea Hollis at (706-298-2148) to make sure she is in the office; then meet her

at 99 Johnson Street, LaGrange. (2nd cottage, with ‘HR’ on the building.)

Once you show her your ID and fill out the consent form to request the background check,

she will enter the information into the system and will print out and give you an order form to

complete your background check.

2.) Take the order form to the **UPS Store** located beside Publix, to process your fingerprints.

The backgrounds are normally returned to Twin Cedars within 2 days.

*\* If you have any questions, please call Andrea at the # above; or Candi Gibson (706) 616-8028.*