**Directions to Delaware State Police – Troop 2**
SBI North Office – Troop 2
100 LaGrange Avenue
Newark, DE 19702

**Troop 2 Fingerprinting/Background Information (by appt only: 302-739-2528)**

**Monday, Wednesday, Thursday, Friday:** 8:30a.m. – 3:15p.m.

**Tuesday:** 11:30a.m. – 6:15p.m.

Troop 2 is located on Route 40, next to Keene Elementary School. If you drive past UD stadium, over I95, past Glasgow HS, past Siemans, you will come to Route 40 (traffic light, big intersection) and make a left. It’s about ¼ mile on the right (first light). You will need a picture ID. The cost is $30.00 and payment can be made with credit/debit card (with your name on it), business check or cash. No personal checks or American Express.

**LISTING OF ALL SBI FINGERPRINTING LOCATIONS**

<table>
<thead>
<tr>
<th>Location</th>
<th>Office Details</th>
<th>Hours of Operation</th>
<th>Contact Information</th>
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| **NEW CASTLE COUNTY** | The office is located in Troop 2, on Rte. 40, in Bear, just west of the Fox Run Shopping Center, between Rte. 72 & Rte. 896. | • BY APPOINTMENT ONLY!!  
• M, W, Th, Fri: 8:30-3:15 Closed for lunch: 11:30-12:30  
• Tuesdays: 11:30-6:15 Closed for dinner: 3:30-4:30  
Call toll free  
1-800-464-4357 or 302-739-2528| |
| **KENT COUNTY (Troop 3)** | We are located at 655 Bay Road, Dover, DE 19901. The building is located in the Blue Hen Mall and Corporate Center, Suite 1B. | • Mondays, 9:00 a.m. to 6:30 p.m.  
• Tuesday through Friday, 9:00 a.m. to 3:00 p.m.  
• NO APPOINTMENTS ARE NECESSARY as we are a walk in facility  
Call (302)739-5871 for information & directions| |
| **SUSSEX COUNTY** | We provide fingerprinting services at Troop 4, at 23652 Shortly Rd., Georgetown DE, 19947, on the corner of Shortly Rd & Rte. 113, across from Motor Vehicle. | • Every other Wednesday, from noon to 6:30 p.m.  
• BY APPOINTMENT ONLY!!  
Call (302)739-2528 for information And directions| |
INFORMATION FOR REQUIRED FINGERPRINTING

PRIOR TO VISITING AN SBI FINGERPRINTING LOCATION PLEASE REMEMBER:

A) A Criminal History Background Check is obtained through fingerprints. **YOU WILL NEED TO BRING AT LEAST ONE FORM OF PHOTO IDENTIFICATION.** A Driver's License, School ID, or State ID would be sufficient. You do not need to bring a social security card or a birth certificate.

UPON ENTERING THE SBI FINGERPRINTING LOCATION:

A) When called to the check-in window, inform the agent that you are a “STUDENT TEACHER FROM THE UNIVERSITY OF DELAWARE AND WAS TOLD TO INFORM YOU THAT YOU SHOULD CLASSIFY ME AS A STUDENT TEACHER VOLUNTEER”. By stating that you are a student teacher volunteer, the cost of your entire criminal background check (federal and state combined) will be only **$30 instead of the normal $69**. If your cost is something other than $30 please call the Office of Clinical Studies at 302-831-3000.

B) Fill out the authorization and sign the form which gives SBI the authority to release your entire criminal history to the University of Delaware.

AFTER YOU HAVE BEEN FINGERPRINTED

A) You will be given a verification form which indicates that you have been fingerprinted and that the SBI and FBI are processing your requests for your criminal history (which may take as long as four weeks before University of Delaware receives them). **KEEP THIS VERIFICATION FORM** as you may be asked for it at a later date to show that you have indeed been fingerprinted in the event that the University does not receive your results.

B) You will receive a copy of your entire criminal background history in the mail. **PLEASE KEEP THIS COPY FOR YOUR RECORDS. DO NOT SEND OR SUBMIT THESE RESULTS TO THE UNIVERSITY OF DELAWARE.** (The University of Delaware will also have been sent a copy of your results directly from the SBI and FBI). **Please note: Anyone under the age of 18 will need to be accompanied by a parent with ID.**

Any questions should be directed to the OCS website: clinicalstudies@udel.edu