

GEG Fingerprinting Instructions

Fingerprinting is a required step in your pre-employment process. Please complete the steps below as soon as possible to avoid delays in your start date.

Standard Fingerprinting Process (Connecticut-Based Employees)

Please schedule your fingerprinting appointment with your local Police Department. Some departments offer walk-in hours; however, you should call ahead to confirm availability.

The State requires online pre-registration before your appointment.

Step 1: Complete Online Pre-Registration

- Pre-register at:
<https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll/>
- Service Code: **0B74-A0C9**
- Complete the form in full. All required fields are marked in bold or highlighted in blue and must be completed to proceed. Select “Submit Pre-Enrollment” once finished.
- You will receive an on-screen confirmation and an email that includes your Applicant Tracking Number. This number is required at your fingerprinting appointment.

Step 2: Attend Your Appointment

- Bring the following:
 - a. A valid government-issued photo ID, such as a driver’s license or passport
 - b. The email confirmation showing your Applicant Tracking Number
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Important: Out-of-State Links Academy Remote Employees

If you are a Links Academy employee residing outside of Connecticut, you must follow a different process.

1. Contact your local State Police Department to complete fingerprinting.
2. Complete the same online pre-registration using the link and service code above.
3. Request that your Police Department complete a physical fingerprinting card.
4. Mail the completed fingerprinting card to:

Greenwich Education Group
Human Resources Department
Attention: Laurie DiPreta
201 High Ridge Road
Stamford, CT 06905

Failure to mail the fingerprint card will delay processing.

For questions, please contact the Onboarding Support Team at HRSupport@newstory.com