



## Human Resources Division Representative/Volunteer Fingerprinting Instructions

### Instructions:

- Before completing any of the following steps, you must have finished the CCSD Representative/Volunteer Application. If you have not already done so, please click [HERE](#) or type/paste the below address into a browser (Chrome and Firefox work best):

[http://ccsdjobs.searchsoft.net/ats/app\\_login?COMPANY\\_ID=MA000239](http://ccsdjobs.searchsoft.net/ats/app_login?COMPANY_ID=MA000239)

- There is a \$55.00 fee that must be paid online with a credit/debit card prior to reporting to Human Resources for fingerprinting. To pay the \$55.00 fee, please check [HERE](#) or type/paste the below web address into a browser (Chrome and Firefox work best):

<http://newfingerprint.ccsd.net>

- Please print, or take a picture of your receipt and bring it with you.
- Once/if fingerprints are returned and reviewed; you will receive an email regarding the next steps.

### Fingerprinting Location and Hours:

- Address:
  - Edward A. Greer Education Center – Hall 500  
2832 East Flamingo Road  
Las Vegas, NV 89121
- Hours:
  - Monday through Thursday 7:30 am – 4:30 pm
  - Fridays 1 pm – 4:30 pm