

**Appendix D**  
**(Rev-Apr-2016)**  
**Miami-Dade County Public Schools**  
**Research Review Committee**  
**APPLICATION FOR SECURITY CLEARANCE**  
**Instructions**

5. Before conducting any research in M-DCPS, a researcher who is not a current M-DCPS employee must obtain a security clearance from the M-DCPS Fingerprint Office.
6. If you are not a current M-DCPS employee, please fill out the form in Appendix D and submit it with your application.
7. Your application for security clearance will be signed by the Research Review Chairperson and returned to you. You need to make an appointment to get your application signed. Please call 305 995 7091.
8. Submit the signed application to M-DCPS Fingerprinting Office for processing.
9. The background check takes few days and its cost is borne by the applicant. Once cleared, the applicant is issued a clearance letter that he/she must submit to the Research Review Chairperson to get the approval to conduct research in M-DCPS.

**Miami-Dade County Public Schools**

**APPLICATION FOR SECURITY CLEARANCE (Rev-Apr-2016)**

**Section A: Carefully Complete this Application for Security Clearance**

|  |  |  |  |                              |            |
|--|--|--|--|------------------------------|------------|
| Last name: -----   |  | First Name: -----  |  | Middle: -----                |            |
| Home Address: -----  |  | City: -----  |  | State:-----                  | Zip: ----- |
| Telephone – Cell -----   |  | Office: -----  |  | Home: -----                  |            |
| Social Security No.: -----   |  | Date of Birth: -----   |  | Place of Birth: -----        |            |
| Ethnicity (White, Black, Hispanic, Asian, Other(Specify): -----  |  |  |  | Gender (Male, Female): ----- |            |
| Have you ever been arrested? : Yes - No -  |  | Have you ever entered a plea of Guilty or "Do not contest"? : Yes - No - |  |                              |            |
| Have you ever been placed in a pre-trial intervention program, probation, or fined in a criminal proceeding?: Yes - No -   |  |  |  |                              |            |
| Have you ever received an adjudication of guilty, had adjudication withheld, had a criminal case result of "no prosecution", or had a criminal record sealed?: Yes - No -      |  |  |  |                              |            |
| NOTE: If you answered "yes" to any of these questions, you may be asked to provide a written explanation and a copy of court disposition certified by the Clerk of the Courts. |  |  |  |                              |            |

**Section B: Research Project Identification Information**

|  |                                |  |                            |  |  |
|--|--------------------------------|--|----------------------------|--|--|
| RRC No: -----                            | Institution /University: ----- |  |                            |  |  |
| Research Project Title: -----            |                                |  |                            |  |  |
| Principal Investigator First Name: ----- |                                |  | Last Name: -----           |  |  |
| RRC Approval Date: -----                 |                                |  | RRC Expiration Date: ----- |  |  |

**Section C: Signature to be completed by the Assessment, Research, and Data Analysis (RRC)**

I request that the person identified in Section A, who may be involved in the Research Project identified in Section B, be fingerprinted and checked for Level 2 security Clearance from the FLDOE and the FBI.

**Dr. Tarek Chebbi, Chairperson; Research Review Committee: -----**

## APPLICATION PROCEDURE FOR SECURITY CLEARANCE

- Before undertaking an RRC-approved study in a school, a researcher who is not a current MDCPS employee must obtain a security clearance.
- A separate application form must be used for each affiliated researcher who intends to enter a school. The original form with Section B completed by the RRC Chairperson and Section A blank may be duplicated to produce individual forms for each researcher.
- The security check is based on the researcher's fingerprints. The prints are processed digitally, so no ink is involved.
- Appointment: Call the M-DCPS Fingerprint Office at **305-995-7472** to schedule the fingerprinting.
- Address: The office is located at: **1450 NE 2<sup>nd</sup> Avenue, Room 150 , Miami, FL 33132**
- Required Documents: Bring with you the following documents: (a) this form with Sections A and B completed; (b) your driver's license; and (c) your social security card. Do not forget these documents; your application cannot be processed without them.
- Fee: The fee is approximately **\$83.50 (as of April 2016)**. The method of payment is by money order payable to School Board Miami-Dade Fingerprinting. When you schedule your appointment, ***inquire about the exact amount of the fee and the current procedure for payment.***
- Time Required: The security check is usually completed in about three days, unless it yields issues that need to be addressed.
- Notification: The researcher will be notified of the results of the security check by the RRC Chairperson. A researcher who is cleared by the check will be issued a letter to that effect.
- Expiration: A researcher's security clearance is valid for the life of the RRC approval on the designated study. The researcher, however, is obligated to inform the RRC Chairperson of any arrest that occurs after the security check.