



Fingerprinting

The Shaker Heights Police Department conducts “electronic” fingerprints on site and is an approved Web-Check location. **Vendors applying for a Solicitor’s License or a Mobile Ice Cream Vendor License are required to have their fingerprints taken at our Police Station.**

<u>TOTAL</u>	<u>FBI COST</u>	<u>BCI COST</u>	
<u>Shaker Heights employees and residents fee:</u> 60.00	\$ 30.00	\$ 30.00	\$
<u>Non-residents fee:</u> 70.00	\$ 35.00	\$ 35.00	\$

The fee is **CASH ONLY** and must be paid at the time the fingerprints are taken.

Two forms of ID are required in either of the following formats:

1. Two photo IDs, or
2. One photo ID, plus one Federally or State-issued document
(*example: Social Security Card, Birth Certificate*)

To make an appointment and receive instructions, contact Margaret Hamilton, Police Information Specialist, at (216) 491-1220.

