

Mifflin County Correctional Facility Fingerprinting Guide

Applicant Fingerprinting

Persons needing to have fingerprints taken for a job, name change, or other purpose other than a criminal procedure can have it done at Mifflin County Correctional Facility. To obtain fingerprints, applicants must pay a fee of \$30.00 at the Mifflin County Treasurer's office located in the Mifflin County Courthouse during normal business hours. Normal Courthouse hours are 8:00am until 4:30pm Monday through Friday. Applicants can then obtain fingerprints at the Mifflin County Correctional Facility by appointment (717) 248-1130. Applicants must bring the receipt they receive from the Treasurer's Office and their current driver's license or photo ID when coming to be fingerprinted. If you received any documents or fingerprint cards from an agency, you must bring those items with you as well. If fingerprint cards are supplied by an agency to you, do not write on the cards. Criminal background checks are also available during the fingerprint process if needed but please notify staff when you arrive that you need a Criminal Background check in addition to fingerprints. Applicant fingerprinting takes approximately 20 minutes. Due to normal operations or emergency situations at the facility, fingerprinting may not be able to be completed as soon as you arrive, but will be completed as soon as practical.

Criminal Fingerprint Orders

Persons who have received Fingerprint Orders from a Magisterial District Court or have otherwise been directed by Mifflin County Court of Common Pleas to have fingerprinting done for a criminal matter can appear anytime at the Mifflin County Correctional Facility. You must bring the original fingerprint order and a current driver's license or photo ID with you to have Criminal Fingerprints completed. If you do not have the original Fingerprint Order, you must get a copy from the Court that ordered the fingerprints to be done before Mifflin County Correctional Facility will complete the fingerprinting procedure for a criminal matter. Photos and fingerprints will be taken for a Criminal Fingerprint Order. Once the procedure is complete, Mifflin County Correctional Facility will maintain the signed copy of the Fingerprint Order and return it to the appropriate court. Due to normal operations or emergency situations at the facility, fingerprinting may not be able to be completed as soon as you arrive but will be completed as soon as practical.

(Anyone who arrives for fingerprinting of any kind and appears to be under the influence will not be fingerprinted)