

1) The Director of Student Services at SCMS, Ms. Kathy Reese, must prepare the FCPS form HR-8 and submit this to the County's Admin Offices (Security). The info that needs to be provided via email to Ms. Reese is: Name; Email and Home/Cell/Work phone #s, as applicable. Email this info directly to her at, "kareese@fcps.edu" and please cc me with your email.

2) After Ms. Reese contacts you to inform you that an HR-8 has been submitted on your behalf, you may walk in between 8:00 a.m. & 4:00 p.m. M - F (no appointment necessary) at FCPS Admin offices at 8155 Gatehouse Road, Falls Church. Check in at reception on the first floor & they'll direct you to Mr. Mario Martinez-Diaz's area on the first floor. No more than 30 minutes for the entire process.

3) If there are a minimum number of Brothers (I think 5 - I can confirm), Mr. Martinez-Diaz can coordinate a mobile process by coming to SCMS at a designated date and time during a weekday.

4) Finally, authorized FCPS volunteer picture badges will be sent to Ms. Reese at SCMS for pick-up. The average turnaround-to-badge after fingerprinting and paperwork completion is within 1 week.

Please contact Bro. Stan Wright if you have any questions @ stan4himnow@gmail.com.