



#### Instructions for Substitute Information Packets

1. Complete everything in the packet before turning it in.
2. A check written to DCI for \$43.25 from the person must accompany the fingerprint cards. Fingerprint cards can be picked up at the Business Office, 1230 Douglas Street, Sturgis, SD.
3. Make sure they review the items on the Substitute Application/Information sheet that have bullets in front of them (\*). These documents need to be submitted along with your application.
4. A copy of the drivers' license and social security card MUST accompany the paperwork. It is without exception that I have a copy of the social security card.
5. Make sure that the person knows and signs off on our computer guidelines form. This form needs to be sent to the computer tech department either through the business office or directly to the tech shop (Jeff Ward).
6. When they go to get their fingerprints put on the cards they will have to pay for the cost of putting them on. The Law Enforcement Center in Sturgis charges \$10.00, and they want you to bring cash only.