



# GREENE COUNTY PRISON

## SELF-REPORTING FINGERPRINT ORDER INSTRUCTIONS

Location:	855 Rolling Meadows Road Waynesburg, PA 15370
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Hours of Operation:	9:00am to 4:00pm Monday-Friday <i>(Not Open on County or Federal Holidays)</i>
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Directions:	<ul style="list-style-type: none"><li>• From Walmart head south on Murtha Drive</li><li>• At the stop sign where Murtha Drive intersects with Rolling Meadows Road turn Left onto Rolling Meadows Road</li><li>• Drive approximately 500 Ft and turn left into Greene County Prison parking lot <i>(signs are posted for the prison)</i></li></ul>
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Instructions:	<ul style="list-style-type: none"><li>• All items shall be locked in your vehicle or in a locker located in the jail's lobby.</li><li>• Report into the Lobby of the jail. In the vestibule use the black phone to call the Administrative Assistant or Central Control. You will notify them that you are here for fingerprints.</li><li>• A staff member will report to the lobby and scan your person with a metal detector. The staff member will verify your identity and paperwork.</li><li>• You will be escorted into the facility and be Live Scanned.</li><li>• When completed you will be escorted out of the facility by a staff member.</li></ul>
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Items You Need:	<ul style="list-style-type: none"><li>• Fingerprint Order issued by a Magisterial District Judge or a Common Pleas Judge</li><li>• Valid Photo ID <i>(needs to contain your photo, Date of Birth, Issue Date, and Expiration Date)</i></li></ul>
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