



k12.wa.us

Fingerprint Records Office

Office:360-725-6135 | Fax: 360-725-6250 | Email: oppfp@k12.wa.us

Fingerprint Background Check Instruction Sheet

You may select ONE of the following options to complete the fingerprint process:

- (1) You may complete the electronic live scan fingerprint process at any of the ESD locations. You will not need a fingerprint card for this process.

Please visit the ESD’s website for information on scheduling an appointment and any processing fees they may charge, as most are appointment only.

ESD 101	4202 S. Regal St.	Spokane, 99223	509-789-3800	www.esd101.net
ESD 105	33 South 2nd Ave.	Yakima, 98902	509-575-2885	www.esd105.org
ESD 112	2500 N.E. 65th Ave.	Vancouver, 98661	360-750-7500	www.esd112.org
ESD 113	6005 Tye Drive SW	Tumwater, 98512	360-464-6700	www.esd113.org
Olympic ESD 114	105 National Ave. N.	Bremerton, 98312	360-478-6881	www.oesd114.org
Puget Sound ESD 121	800 Oakesdale Ave	Renton, 98057	425-917-7600	www.psesd.org
ESD 123	3918 W. Court St.	Pasco, 99301	509-547-8441	www.esd123.org
North Central ESD 171	430 Old Station Road	Wenatchee, 98801	509-665-2610	www.ncesd.org
Northwest ESD 189	1601 R Avenue	Anacortes, 98221	360-299-4072	www.nwesd.org

- (2) **If you are fingerprinted by an agency other than an ESD office**, you will need a fingerprint card. Use the enclosed fingerprint cards or the standard FD-258 FBI fingerprint card available at most printing locations. This process can be used to capture your fingerprints by digital livescan and printed onto a card or the ink and roll process. Mail the completed fingerprint card and processing fee of **\$50.00** (in the form of a money order, cashier’s check or personal/business check) made payable to Office of Superintendent of Public Instruction (OSPI) to:

OSPI, Attention Fiscal Office, PO Box 47200, Olympia, WA 98504-7200

Take the fingerprint card to a law enforcement agency or to an agency authorized to take fingerprints. The agency may charge a **separate fee** for this service.

AFTER YOUR FINGERPRINTS ARE TAKEN AND PRIOR TO MAILING YOUR FINGERPRINT CARD, MAKE SURE THAT THE FOLLOWING MANDATORY INFORMATION IS INCLUDED ON THE FINGERPRINT CARD:

MISSING INFORMATION WILL RESULT IN THE CARD BEING REJECTED AND DELAY THE PROCESS

Mandatory Information:

- Full legal name (including aliases)
- **You must sign your fingerprint card in the signature section**
- Complete mailing address
- Personal demographics (sex, race, height, weight, eye color, hair color)
- **The Employer and Address Section must be completed.** Write the name of your employing Washington school district, private school or K-12 education agency. Those applying for a Washington educational certificate/licensure would write **SPI Certification** in the employer field.
 - **If you are an SPI Certificate/Licensure Applicant** submitting an educational certification/licensure application, write in the EMPLOYER AND ADDRESS Section: "SPI Certification". SPI stands for Superintendent of Public Instruction.
 - **If you are a College/University Applicant** completing an educational certification program with a Washington college/university, write in the EMPLOYER AND ADDRESS Section: the name of the college or university you are attending.
 - **If you are a Contractor** employed by an agency that is contracting services with a school district, write in the EMPLOYER AND ADDRESS Section: your employer name and the school district through which you will be serving or providing services. (xxx for xxx SD)
 - **If you are a Volunteer** applicant at a Washington school/district, write in the EMPLOYER AND ADDRESS Section: the name of the school district in which you will be volunteering services.

A card with missing or incomplete information will not be processed until mandatory information is received.

The spaces for OCA, FBI, MNU numbers may be left blank.

If not previously stamped on the fingerprint card, write in the section REASON FINGERPRINTED: **School District Employees/Contractors/28A.400 RCW**. You must use this exact wording. The ORI Section should have **WA920310Z** imprinted or written in.

Please DO NOT bend the card when mailing; this can cause the card to be rejected by the WSP.

Authority

Washington State law (RCW 28A.400.303) requires that all new employees of a school district, an educational service district, the state center for childhood deafness and hearing loss, the state school for the blind, approved charter schools and their contractors hiring employees who have regularly unsupervised access to children be fingerprinted for a record check through the Washington State Patrol (WSP) and Federal Bureau of Investigation (FBI).

Washington State law (RCW 28A.410.010) requires that all applicants who do not possess a valid Washington educational certificate at the time of application be fingerprinted for a record check through the WSP and FBI.

Washington State law (RCW 28A.195.080) authorizes approved private schools to require their employees with regular unsupervised access to children be fingerprinted for a record check through the WSP and FBI.

If you believe the results of your background check from the FBI are not complete or are wrong, you have an opportunity to complete or challenge the accuracy of the information. Send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division by writing to the following address: FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306 Your written request to the FBI should clearly identify the information that you feel is inaccurate or incomplete and should include copies of any available proof or documents that support your claim. The correspondence group will contact appropriate agencies to try to verify or correct challenged entries for you. When the FBI receives official communication from the

agency with jurisdiction over the matter, the FBI will make appropriate changes and notify you of the outcome. (This process is described in 28 C.F.R. § 16.34)