



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 Tyee 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:

The image shows a fingerprint card form with various fields. The top left section is labeled 'APPLICANT' and contains fields for 'NAME', 'ADDRESS', 'CITY', 'STATE', and 'ZIP'. The top right section is labeled 'LEAVE BLANK'. The middle section contains fields for 'FINGERPRINT CARD NO.', 'FINGERPRINT CARD DATE', 'FINGERPRINT CARD TIME', 'FINGERPRINT CARD LOCATION', 'FINGERPRINT CARD OFFICE', 'FINGERPRINT CARD COUNTY', 'FINGERPRINT CARD DISTRICT', 'FINGERPRINT CARD COUNTY', 'FINGERPRINT CARD DISTRICT', 'FINGERPRINT CARD COUNTY', 'FINGERPRINT CARD DISTRICT'. The bottom section contains fields for 'SCHOOL DISTRICT EMPLOYEES/ CONTRACTORS/28A.400 RCW', 'FINGERPRINT CARD NO.', 'FINGERPRINT CARD DATE', 'FINGERPRINT CARD TIME', 'FINGERPRINT CARD LOCATION', 'FINGERPRINT CARD OFFICE', 'FINGERPRINT CARD COUNTY', 'FINGERPRINT CARD DISTRICT'. The form is partially filled out with yellow text.

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)

Privacy Act Statement

This privacy act statement is located on the back of the FD-258 fingerprint card.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to

Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

Declaración de la Ley de Privacidad

Esta declaración de la ley de privacidad se encuentra al dorso del FD-258 tarjeta de huellas digitales.

Autoridad: La adquisición, preservación, e intercambio de huellas digitales e información relevante por el FBI es autorizada en general bajo la 28 U.S.C. 534. Dependiendo de la naturaleza de su solicitud, la autoridad incluye estatutos federales, estatutos estatales de acuerdo con la Pub. L. 92-544, Órdenes Ejecutivas Presidenciales, y reglamentos federales. El proveer sus huellas digitales e información relevante es voluntario; sin embargo, la falta de hacerlo podría afectar la terminación o aprobación de su solicitud.

Propósito Principal: Ciertas determinaciones, tal como 4ptitu, licencias, y autorizaciones de seguridad, podrían depender de las investigaciones de 4ptitude44s basados en huellas digitales. Se les podría proveer sus huellas digitales e información relevante/ biométrica a la agencia empleadora, investigadora, o responsable de alguna manera, y/o al FBI con 4pti propósito de 4ptitude sus huellas digitales con otras huellas digitales encontradas en 4pti 4ptitud Next Generation Identification (NGI) del FBI, o su 4ptitud 4ptitude4 (incluyendo los depósitos de huellas digitales latentes, 4ptitude4, y civiles) u otros registros disponibles de la agencia empleadora, investigadora, o responsable de alguna manera. El FBI podría retener sus huellas digitales e información relevante/biométrica en 4pti NGI después de terminar esta solicitud y, mientras las mantengan, sus huellas digitales podrían continuar siendo comparadas con otras huellas digitales presentadas a o mantenidas por 4pti NGI.

Usos Rutinarios: Durante 4pti procesamiento de esta solicitud y mientras que sus huellas digitales e información relevante/biométrica permanezcan en 4pti NGI, se podría 4ptitude su información de acuerdo a su consentimiento, y se podría 4ptitude sin su consentimiento de acuerdo a lo permitido por la Ley de Privacidad de 1974 y todos los Usos Rutinarios aplicables según puedan ser publicados en 4pti Registro Federal, incluyendo los Usos Rutinarios para 4pti 4ptitud NGI y los Usos Rutinarios Generales del FBI. Los usos rutinarios incluyen, pero no se limitan a divulgación a: agencias empleadoras gubernamentales y no gubernamentales autorizadas responsables por emplear, contratar, licenciar, autorizaciones de seguridad, y otras determinaciones de 4ptitude; agencias de la ley locales, estatales, tribales, o federales; agencias de justicia penal; y agencias responsables por la seguridad nacional o seguridad pública.

A partir de 30/03/2018