



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
Fingerprint Records Office
Old Capitol Bldg
PO Box 47200
Olympia, WA 98504-7200
(360) 725-6135
Web site: <http://www.k12.wa.us>
Email: oppfp@k12.wa.us

FINGERPRINT REQUIREMENT INSTRUCTIONS APPROVED PRIVATE SCHOOLS

Washington State law (RCW28A.195.080) authorizes approved private schools to require their employees with regularly unsupervised access to children be fingerprinted for a record check through the Washington State Patrol (WSP) and Federal Bureau of Investigation (FBI).

Each educational service district (ESD) office within Washington State has the ability to process fingerprints electronically using live-scan technology. Provided your fingerprints are of good quality, live-scan greatly reduces the turnaround time. However, if you have worn ridge detail you will benefit by having your fingerprints taken with black printer's ink using the ink and roll method.

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

- (1) You may complete the fingerprint process in person at one of the ESD locations listed below; a fingerprint card is not required. Fingerprint scans are subject to a processing fee. Please contact the ESD of your choice for information regarding the submission of your fingerprints through the live scan process and processing fee.
- (2) If you are fingerprinted by an agency other than an ESD office using the ink and roll method, you must use the enclosed fingerprint card, following the instructions on the reverse side of this sheet. **Mail completed card and money order, cashier's check or personal/business check made payable to the Office of Superintendent of Public Instruction (OSPI) in the amount of \$46.25 to OSPI, Attention: Fiscal Office, P. O. Box 47200, Olympia, WA 98504-7200 for processing.**
- (3) You may have your fingerprints processed electronically at a law enforcement agency that is able to transmit fingerprints directly to the WSP. If you choose to do this, you must request a Request for Electronic Applicant Submission form from OSPI or an ESD. Complete the form, enclose the \$46.25 fee and return the form to OSPI or ESD. OSPI/ESD will process the form and return it to you by mail. Bring the processed form to a law enforcement agency and complete the fingerprint scan there.

If you are applying for a Washington education certificate, you are also required to submit an application for certification according to the instructions outlined in that packet.

Information on both the fingerprinting and certification process can also be obtained by accessing the Office of Superintendent of Public Instruction's web page at www.k12.wa.us/certification (for certification information) or <http://www.k12.wa.us/ProfPractices/fingerprint> (for fingerprint information).

If you have any questions, please feel free to contact the Fingerprint Records Office at (360) 725-6135.

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|------------------------------|----------------------|------------------|----------------|---|
| ESD 101 | 4202 S. Regal St. | Spokane, 99223 | (509) 789-3800 | http://www.esd101.net |
| ESD 105 | 33 South 2nd Ave. | Yakima, 98902 | (509) 575-2885 | http://www.esd105.wednet.edu |
| ESD 112 | 2500 N.E. 65th Ave. | Vancouver, 98661 | (360) 750-7500 | http://www.esd112.org |
| ESD 113 | 601 McPhee Rd. S.W. | Olympia, 98502 | (360) 464-6709 | http://www.esd113.k12.wa.us |
| Olympic ESD 114 | 105 National Ave. N. | Bremerton, 98312 | (360) 478-6868 | http://www.oesd.wednet.edu |
| Puget Sound ESD 121 | 800 Oakesdale Ave SW | Renton, 98057 | (425) 917-7614 | http://www.psesd.org |
| ESD 123 | 3918 W. Court St. | Pasco, 99301 | (509) 547-8441 | http://www.esd123.org |
| North Central ESD 171 | 430 Old Station Road | Wenatchee, 98801 | (509) 665-2610 | http://www.ncesd.org |
| Northwest ESD 189 | 1601 R Avenue | Anacortes, 98221 | (360) 299-4072 | http://www.esd189.org |

IN ORDER TO MEET THE FINGERPRINT REQUIREMENT, THE APPLICANT MUST FILL OUT THE FINGERPRINT CARD AS FOLLOWS:

1. Enter your name (including aliases), complete mailing address, social security number (optional), citizenship, date of birth and personal information (sex, race, etc.). The spaces for OCA, FBI, MNU numbers may be left blank if you do not have one of those numbers. **A card with other missing or incomplete information will be rejected.**

Mandatory Information:

| Name | Place of Birth | Date of Birth | Race | Sex | Eye Color | Hair Color | Height | Weight |
|------|----------------|---------------|------|-----|-----------|------------|--------|--------|
|------|----------------|---------------|------|-----|-----------|------------|--------|--------|

Entering your social security number is optional. However, it is very useful for verifying we have the correct individual's file when a public school district or college/university requests clearance information. Your social security number will only be used for this purpose; it will not be disseminated.

2. **SPI Applicants:** If you are submitting a certification application through an Educational Service District (ESD), please write in the EMPLOYER AND ADDRESS Section: "SPI Certification." SPI stands for Superintendent of Public Instruction.

College/University Applicants: If you are in a program at a Washington State college/university, please write the name of the college or university in the employer and address box. (Do not write "SPI Certification.")

3. If not previously stamped on the fingerprint card, insert in the section REASON FINGERPRINTED: **School District Employees/Contractors/28A.400 RCW.** *You must use this exact wording or your card will be rejected.* Also, please make sure that the ORI Section has **WA920310Z** imprinted or written in.
4. 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.
5. Please bring one form of picture identification to the agency taking fingerprints.
6. Provide the agency with an envelope (minimum size 9" x 12") with adequate postage.

Each agency has its own policy regarding the submission of the fingerprint card and payment to OSPI. **Mail completed card and money order, cashier's check or personal/business check made payable to the Office of Superintendent of Public Instruction (OSPI) in the amount of \$46.25 for processing to Office of Superintendent of Public Instruction, Fiscal Office P.O. Box 47200, Olympia, WA 98504-7200.**

7. Please do not bend the card when mailing; this can cause the card to be rejected by the WSP.
Enclosure: Fingerprint Card

THESE INSTRUCTIONS ARE PROVIDED FOR APPLICANTS USING THE FINGERPRINT CARD (IF YOU PLAN TO SUBMIT FINGERPRINTS ELECTRONICALLY AT AN ESD, YOU WILL NOT NEED A FINGERPRINT CARD).