



---

# SUPERINTENDENT OF PUBLIC INSTRUCTION

---

*Chris Reykdal* Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

---

May 23, 2019

( ) Action Required

( X ) Informational

## BULLETIN NO. 028-19 PROFESSIONAL PRACTICES/FINGERPRINT RECORDS

TO: Educational Service District Superintendents  
School District Superintendents  
School District Business Managers  
Private School Administrators  
Bureau of Indian Education (BIE) Schools Administrators  
State Tribal Education Compact Schools Administrators

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Washington State Patrol (WSP) Fingerprint Fee Increase

CONTACT: Jennifer Simmonds, Supervisor  
360-725-6137, [jennifer.simmonds@k12.wa.us](mailto:jennifer.simmonds@k12.wa.us)

### **PURPOSE/BACKGROUND**

WSP is increasing its processing fee for all fingerprint background checks. The fee increase is effective July 1, 2019

The background check processing fee will be \$45.25 for all fingerprint background checks conducted through the WSP and the Federal Bureau of Investigation (FBI). This will include school district employees, educational service district employees, contractual employees, volunteers, private school employees, charter school employees, BIE schools, tribal schools, and educational certificate applicants.

The background check processing fee is distributed to three agencies. The WSP processing fee is increasing to \$21.00, the FBI processing fee is \$13.25, and the OSPI's processing fee is \$11.00.

Individuals may wish to contact the agency providing the fingerprinting services to enquire about any additional fees they may charge.

### **INFORMATION AND ASSISTANCE**

For questions regarding this bulletin, please contact Jennifer Simmonds, Supervisor, at 360-725-6137 or email [jennifer.simmonds@k12.wa.us](mailto:jennifer.simmonds@k12.wa.us). The OSPI TTY number is 360-664-3631.

BULLETIN NO. 028-19 OPP/FP

Page 2

May 23, 2019

This bulletin is also available on the [Bulletins and Memoranda](#) page of the OSPI website.

Jamila B. Thomas  
Chief of Staff

Dierk Meierbachtol  
Chief Legal Officer

Catherine Slagle  
Director  
Office of Professional Practices

CR:js

*OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or [equity@k12.wa.us](mailto:equity@k12.wa.us).*