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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

k12.wa.us

May 25, 2023

Action Required

Due date:

Informational

BULLETIN NO. 029-23 OFFICE OF LEGAL AFFAIRS

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
Charter school Administrators

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Fingerprint Background Check Fee Increase

CONTACT: Jennifer Simmonds, Supervisor
360-725-6137, jennifer.simmonds@k12.wa.us

PURPOSE/BACKGROUND

The OSPI Fingerprint Background Check Unit is increasing its processing fee for all fingerprint background checks. **The fee increase is effective August 1, 2023.**

The background check processing fee will be \$50.00 for all fingerprint background checks conducted through the Washington State Patrol (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. Currently, the WSP processing fee is \$21.00, the FBI processing fee is \$13.25, and the OSPI's processing fee is \$11.00. The OSPI processing fee is increasing to \$15.75. This is the first ever increase for the OSPI portion of the processing fees. Individuals may wish to contact the agency providing the fingerprinting services to inquire about any additional fees they may charge.

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INFORMATION AND ASSISTANCE

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

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

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CR:kb

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