

Old Capitol Building  
PO Box 47200  
Olympia, WA 98504-7200

k12.wa.us



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**  
Chris Reykdal, Superintendent

### **Fingerprint Records Office**

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

### **Fingerprint Background Check Instructions For Early Learning Professionals Who Have Had Their Fingerprint Background Check Completed Through the Department of Children Youth and Families (DCYF)**

Some applicants can meet the OSPI background check requirements by providing a copy of their DCYF background check results to OSPI. This applies to early learning professionals requiring background checks who work in:

- School districts
- Educational service districts
- The State Center for Childhood Deafness and Hearing Loss
- The state School for the Blind
- Contractors of the above entities that hire employees

Please note that the DCYF background check must have included a fingerprint background check through both the Washington State Patrol (WSP) and Federal Bureau of Investigations (FBI) within the last 2 years.

Individuals wishing to use their DCYF background check to suffice for their OSPI check can request copies of their background check results from DCYF and then send a copy of those results to OSPI.

To request your DCYF background check results, complete a DCYF Background Check Request form. This form may be downloaded at:

<https://dcyf.wa.gov/node/2036>

DCYF will mail two copies of the background check results to you. The results must come to OSPI in DCYF sealed envelope and can be mailed to the OSPI Fingerprint Records Office located at:

Office of Superintendent of Public Instruction  
Attention: Fingerprint Records Office  
Old Capitol Building  
PO Box 47200  
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