



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION

Background Check Unit

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Fingerprint Background Check Instruction Sheet

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.

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 processing time.

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

- (1) You may complete the electronic live scan fingerprint process in person at one of the ESD locations listed below. Please contact the ESD of your choice for information regarding the submission of your fingerprints through the live scan process and any additional processing fees they may charge. The fingerprint background check fee is \$45.25, plus the ESD's processing fee.
(2) If you are fingerprinted by an agency other than an ESD office, you must use the enclosed fingerprint card and follow the instructions on the reverse side of this sheet. For processing, mail the completed fingerprint 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 \$45.25 to: OSPI, Attention: Fiscal Office, PO Box 47200, Olympia, WA 98504-7200.
(3) You may have your fingerprints processed at the WSP Criminal Records Division; but you must first pay the background check processing fee to OSPI and obtain an Electronic Applicant Submission form. Having your fingerprints processed at the WSP ensures the WSP will not reject your fingerprints due to poor print quality. The cost for processing fingerprints at the WSP is \$82.25, plus the WSP's processing fees. The WSP is located at: 106 11th Ave. SW, Suite 1300, Olympia, WA 98504.

Information on the educational certification process can also be obtained at www.k12.wa.us/certification or for fingerprinting: www.k12.wa.us/ProfPractices/fingerprint

Table with 5 columns: ESD ID, Address, City, Phone, and Website. Rows include ESD 101, ESD 105, ESD 112, ESD 113, Olympic ESD 114, Puget Sound ESD 121, ESD 123, North Central ESD 171, and Northwest ESD 189.

IN ORDER TO MEET THE FINGERPRINT REQUIREMENTS, 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.). **You must sign your fingerprint card in the signature section.** The spaces for OCA, FBI, MNU numbers may be left blank. **A card with other missing or incomplete information will be rejected and returned for proper completion.**

Mandatory Information:

Name	Place of Birth	Date of Birth	Race	Sex	Eye Color	Hair Color	Height	Weight
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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 information. Your social security number will only be used for this purpose; it will not be disseminated.

2. **SPI Certificate Applicants:** If you are submitting a certification application, 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 in the EMPLOYER AND ADDRESS Section: the name of the college or university you are attending.

3. 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 or your card will be rejected. The ORI Section should have **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. Each fingerprinting agency has its own policy regarding the submission of the fingerprint card and payment to OSPI. You may need to provide the agency taking fingerprints with an envelope (9" x 12" or larger) with adequate postage and the processing fee.

You or the agency must: **Mail the 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 \$45.25 for processing to OSPI, Attention: 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.

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.

If you believe the results of your background check from the FBI are not complete or incorrect 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)