SOUTH KITSAP
SCHOOL DISTRICT
Nurturing Growth • Inspiring Achievement • Building Community

FINGERPRINT PROCEDURES

1. A fingerprint check is required **prior** to the first day of work to initiate the Washington State Patrol and Federal Bureau of Investigation background check pursuant to RCW 28A.400.303 (no exceptions).

2. The fingerprint check is initiated through a fingerprint scan at Olympic Educational Service District (ESD) 114 in Bremerton located at 105 National Avenue North. They are open for this fingerprint service from 9:00 AM to 3:00 PM Monday through Friday by **appointment only**……360.478.6881 https://www.oesd114.org/educator-services/fingerprinting-services/

3. To complete the fingerprint scan and initiate the background check, the following information will be requested:

   - Full legal name
   - Aliases
   - Residential address
   - Citizenship
   - SSN
   - Place and date of birth

   - Race
   - Sex
   - Height
   - Weight
   - Eye color
   - Hair color

4. Each employee is responsible for the Washington State Patrol background check fee of **$78.00**. Payment of $78.00 can be made with: Debit cards, credit cards, (Visa or Master Card only) money orders, or *exact* cash. ***(No personal (paper) checks accepted.)***

5. If you have any questions, please contact Personnel Services at 360-874-7074.