



33 South Second Avenue
Yakima, WA 98902

Effective August 1, 2023 (fees change)

**REFERRAL NOTICE
FOR FINGERPRINTING
covered by a School District or agency Purchase Order**

School districts or agencies that have agreements with their staff to cover their fingerprinting fees with a **Purchase Order** should have a purchase order on file at the ESD 105 office **prior** to any staff scheduling their appointments. If that is the case, the school district Human Resources Department will need to **complete this referral notice for each staff member needing to complete the fingerprint process.** The staff member should bring the notice with them at the time of their appointment. **This will authorize ESD 105 to bill the district for the entire cost of the fingerprinting.**

Reason:

- 1) Fingerprints for **employment or certification** Total **\$85.00**

Name of Employee to be fingerprinted:

First Name	Middle Name	Last Name
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Position the employee has within the district: _____

Name of School District: _____

District Purchase Order Number: _____ **Date of Referral:** _____

Signature of HR Director or department staff authorized to make referrals	Title
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If you have any questions about this form or the process, contact a Fingerprint Specialist at (509) 454-5317.