

SOUTH WHIDBEY SCHOOL DISTRICT

Fingerprint Requirement Instructions

Prior to beginning work, return to South Whidbey School District Human Resources the completed fingerprint card and \$50.00 personal check, cashier's check or money order payable to Office of Superintendent of Public Instruction (OSPI). (No cash)

Fingerprinting is required of all individuals who have regular, unsupervised access to children, including those seeking certificates and those employed in a certified or classified position. This process must be initiated prior to beginning work. Washington State Patrol (WSP) and the FBI require only one fingerprint card be submitted to be used for both checks. The WSP will electronically scan the fingerprints to the FBI's Integrated Automated Fingerprint Identification System (IAFIS) for the FBI's background check.

For **school district employees, substitutes, volunteer coaches**, or other specific volunteers, the fee is **\$50.00** and is paid by the individual being printed. The fee and the completed fingerprint card must be returned to South Whidbey School District Human Resources (unless using Fingerprinting Option #2 or 3 on the reverse). Payment, by personal check, cashier's check or money order, is payable to Office of Superintendent of Public Instruction (OSPI).

If you have any questions, please feel free to call the Fingerprint Records Office at 360-725-6135.

IN ORDER TO MEET THE FINGERPRINT REQUIREMENT, THE EMPLOYEE MUST **FILL OUT THE FINGERPRINT CARD AT THE FINGERPRINT OFFICE** (not prior to arriving).

1. The agency may charge an additional separate fee to take your fingerprints (usually \$10 to \$25). Separate payment must be given to the agency processing your card.
2. You will be instructed to enter your name (including aliases), complete mailing address, social security number* (see below), citizenship, date of birth and personal information (sex, race, etc.). The spaces for OCA, FBI, and MNU numbers may be left blank if you do not have one of those numbers. **A card with otherwise missing or incomplete information will be rejected.** (**Entering your social security number is optional. However, it is very useful for verifying we have the correct individual's file when checking for results. Your social security number will only be used for this purpose and will not be disseminated.*)
3. Present at least one form of picture identification to the agency taking your fingerprints.
4. **DO NOT BEND OR FOLD CARDS.** Cards that have been bent or folded will be returned to you.

**Make sure your hands are clean and dry prior to being printed.
No Lotion.**

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Return the completed card **and** the \$50.00 personal check, cashier's check or money order (payable to Office of Superintendent of Public Instruction (OSPI)) to **Human Resources, South Whidbey School District office** **as soon as possible. (No Cash)**

Dependent upon the quality the results WSP or FBI may require reprinting. No additional charges will apply.

Fingerprinting Options:

1. Fee: \$10

- **Island County Sheriff, Freeland: Call 331-4535 to make appointment.**
- **Island County Sheriff, Coupeville: 321-5113, x 7310. Call to make an appointment. Tue-Friday 9:00am- 3:00pm**

2. Fee: \$10.00. \$3.00 for each additional card. Digital prints. LiveScan

Oak Harbor Police Department, 860 SE Barrington Drive, Oak Harbor, WA 98277
Phone: (360) 279-4600. **Tuesday & Thursday only, 10:00am – 1:30pm, walk in.**
Must bring the \$45.25 check payable to OSPI and stamped envelope addressed to OSPI (provided by HR) for mailing from OHPD.

3. Fee: \$29. Digital prints. LiveScan

NW ESD 189, phone 360 299-4043. Call for an appointment.
1601 R. Ave, Anacortes, WA 98221 For driving directions, please go to www.nwesd.org
*The Educational Service District (ESD) office submits fingerprints digitally using the Livescan machine therefore no card is required. The total is **\$84.75** (includes the \$50.00 to OSPI). The ESD will accept cash (please have the correct change), cashier's check or money order payable to NWESD (NO personal checks) or Visa or Master Card as payment. Return your receipt to Human Resources.*

Make sure your hands are clean and dry prior to being printed.
No Lotion.

REMEMBER...

Do NOT fill out any information on the fingerprint card before getting your fingerprints.

Do NOT bend or fold the card.