

## Contractor Fingerprint Instructions

(Non-BSD Employees)

Per district policy GCDA/GDDA, **you must be fingerprinted before any work with Beaverton School District may begin.** Please complete the following steps:

1. Complete **Contractor Application: [Contractor Application](#)**.
  - a. **Pay the fee online, click here: [BSD Payment Site \\$82.00](#).** (includes: CHV and Badge Fee)
  - b. Please see section 2e below for an additional Fieldprint charge.
  
2. Prior to your first day of work, schedule an appointment with Fieldprint to have your fingerprints taken.
  - a. Log in to [www.fieldprintoregon.com](http://www.fieldprintoregon.com)
  - b. You will need to create an account using the Beaverton School District Fieldprint Code located on page 2 of this document.
    - i. You must use your full name (as it appears on your **Social Security Card**)
  - c. You must include the **location** and your **position title**. (never use Volunteer)
    - i. Example: Contracting Company Name (ex: Reading Results, ABC Electrical)
  - d. You **MUST HAVE** a credit card or debit card to pay the \$12.50 fee to Fieldprint when you schedule your appointment.
  - e. You will be able to select the Fieldprint location that best suits your location needs.
  - f. Enter your appointment confirmation number here: \_\_\_\_\_.  
 Bring this number with you to your Fieldprint appointment.
  
3. What to bring to your fingerprint appointment:
  - a. Two forms of identification:
    - i. At least one must be a valid government issued photo ID (from Primary IDs listed below)
    - ii. The second identification may be from any of the items listed below.
  - b. Your confirmation number received when scheduling the appointment.

Acceptable Primary IDs	Acceptable Secondary ID	
State issued Driver's License	Social Security Card	Vehicle Registration / Title
State issued Non-Driver's License ID	Credit Card	Voter Registration Card
U.S. Passport	Bank Statement	Paycheck Stub
Military ID card	Electric Bill	Draft Record
Work Visa with Photo	Birth Certificate	Native American Tribal Document
DOD Common Access card	Marriage Certificate	School ID with Photograph
Foreign Driver's License	Citizenship or Naturalization Certificate	

[www.fieldprintoregon.com](http://www.fieldprintoregon.com)

[This will not work from your cell phone.](#)

This code is for fingerprinting at:  
a location of your choosing from the  
drop down menu when making your appointment.

**Fieldprint Code:**

**FPBeavertonSD48J**

**Institute ID:**

**2243**

This code is for fingerprinting at:  
BSD 1260 NW Waterhouse Ave, Beaverton 97006

**Tuesday and Thursday 8:00am – 4:00pm**

Exception: 12-1 for lunch

**Fieldprint Code:**

**FPBeavertonSD48JCorp**