

# **BSD Public Safety Background Check for Contractors (NON-Beaverton School District employees)**

## **Step 1: Submit Beaverton School District (BSD) fees and forms**

Pay Beaverton School District (BSD) background check/fingerprinting fee online.

- a. Fee is \$82.00. This covers Beaverton School District (BSD) and Oregon Department of (ODE) background check costs. [Checkout](#)
  - b. Complete BSD Contractor Application Form. [Contractor Application](#)
  - c. Incomplete forms may be rejected. Please confirm all applicant fields have been completed. Call 503-356-4444 with questions.
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## **Step 2: Get Fingerprinted**

- a. Fingerprint Instructions
  - b. Fieldprint charges a \$12.50 fee when signing up. This is separate from the BSD charge and is payable directly to Fieldprint.
  - c. We offer fingerprinting at the Beaverton School District (1260 NW Waterhouse Ave., Beaverton, OR) or you can select any Fieldprint location that is convenient for you.
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## **Step 3: Photo and badge pick up (1260 NW Waterhouse Ave., Beaverton, OR)**

- a. Once Public Safety has confirmed all steps have been completed, you will receive a confirmation email.
- b. Once you receive the confirmation email, please stop by the Public Safety Department to have your photo/badge printed.

Public Safety Department Badge/Fingerprint hours: **Tuesday and Thursday 8:00 AM to 4:00 PM**

- c. You must receive the confirmation email before you come into pick-up your badge.