South Whidbey School District

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)

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

Fingerprinting Options:
1. Fee: $10
- **Island County Sheriff, Freeland or Coupeville**
- https://islandwa.permitium.com/fingerprint/start

Fingerprinting services at our Coupeville and Freeland locations by appointment only.
Coupeville - Tuesday, Wednesday, and Thursday mornings between 9:00am-11:45am
Freeland - Monday 9:30am - 12:30pm or Tuesday 9:30am-12:00pm
We do not offer same day appointments. You can schedule your appointment while filling out your online application

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
Our fingerprinting hours are Thursdays from 10 am until 2 pm. Fingerprint service is conducted in our jail; knives and weapons are not permitted and no one under the age of 18 can accompany you. The fee for fingerprinting is $15 for one card ($20 for non-city of Oak Harbor residents), $5 each additional card. Valid photo identification is required. Fees are payable in cash, check, or money order. We do not accept debit or credit cards. By appointment only, call 360-279-4608 to schedule. **If going to Oak Harbor, please pick up a fingerprint card from South Whidbey Human Resources.**

3. Fee: $103.36 (Includes the $50 payment to OSPI. Digital prints. LiveScan
NW ESD 189, phone 360 299-4043. Call for an appointment or can be booked online at https://www.nwesd.org/fingerprinting-2/
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 ESD will only accept Credit Card or Debit Cards.

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.

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 posit ion. 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.