BEAVERTON SCHOOL DISTRICT

**Public Safety Department**

1260 NW Waterhouse Ave, Beaverton, OR 97006
503-356-4444
bsd_public_safety@beaverton.k12.or.us

# Contractor Application and Fingerprint Instructions
# (Non-BSD Employees)

**Per district policy GCDA/GDDA, all employees/contractors must complete fingerprinting prior to starting work with Beaverton School District.**

## STEP 1: COMPLETE APPLICATION

- Complete Application: **Contractor Application**
  https://www.beaverton.k12.or.us/departments/public-safety

## STEP 2: SCHEDULE YOUR FINGERPRINTING APPOINTMENT

- Schedule for an appointment at **Fieldprint Fingerprint Appointments**
  https://fieldprintoregon.com
- **Use Fieldprint Code: FPBeavertonSD48J**
- **Institute ID: 2243**
- You will need to create an account using the Beaverton School District Fieldprint Code mentioned above.
- You must use your full name (as it appears on your Social Security Card)
- You must include the location and your position title. (never use Volunteer) Example: Contracting Company Name (ex: Reading Results, ABC Electrical)
- You MUST HAVE a credit card or debit card to pay the $12.50 fee to Fieldprint when you schedule your appointment. This is separate from the BSD charge and is payable directly to Fieldprint.
- You must choose the location most convenient for your appointment.

## STEP 3: BSD Contractor Background Check Fee

- Pay the $100.00 fee online, click here: **BSD Payment Site**
  This covers Beaverton School District (BSD) and Oregon Department of Education (ODE) background check fees.

## STEP 4: Photo and Badge

After completing steps 1 through 3, you will receive an email with details on when to visit the Beaverton School District Public Safety Department to have your photo taken and your badge issued.

Processing Timeline: Once your fingerprinting appointment has been completed, processing may take up to 10 business days. Processing times may vary based on fingerprinting completion, payment confirmation, and background check status.

**The above process MUST be completed prior to beginning any District work**

## Acceptable Forms of Identification

| Primary ID (Photo) | Secondary ID |
|---|---|
| Driver License | Social Security Card |
| State ID Card | Birth Certificate |
| U.S. Passport | Credit Card |
| Military ID | Bank Statement |
| Work Visa with Photo | Paycheck Stub |
| DOD Common Access Card | Utility Bill |
| Foreign Driver License | Vehicle Registration |
| | Voter Registration Card |
| | School ID with Photo |