

FINGERPRINTING SERVICE AND FEES

Fingerprints are maintained in the school system for two years only. If it has been more than two years you will need to be fingerprinted again. If that is the case you will receive a form to take with you as part of the employment packet sent to you.

- For school district employees and ESD employees the fingerprint background check processing fee is \$45.75.
- Fingerprint scans are subject to a processing fee. *You will receive a form in your employment packet that will waive the processing fee.*

If submitting payment to an ESD, fees are payable by personal check or exact cash ONLY.

These FIVE simple steps will get your digital fingerprint into the background check process quickly and easily:

Appear **in-person** at **North Central ESD 171**
430 Old Station Road, PO Box 1847, Wenatchee 98801
(509) 665-2610
<http://www.ncesd.org>

1. Call first, you will need an appointment. (509) 665-2610
2. Take the form provided that will cover the processing fee.
3. ESD staff will take down your **basic demographic** information.
4. Pay the appropriate fee. **Fees are payable by personal check or exact cash.** For school district employees and ESD employees the fingerprint background check processing fee is \$45.75.
5. The live scan machine **scans, records and submits** your fingerprints electronically to the Washington State Patrol.

Live scan technology takes high-quality prints by scanning fingers and creating a digital image. The electronic scanner is clean, easy to use, and eliminates the need to ink fingerprints onto a special card.

Why do we require fingerprint record checks for K-12 education employment and certification?

Fingerprint-based background checks help to safeguard our children and strengthen public confidence in the integrity of public and private education. Here at OSPI, we support educators and administrators across Washington State, all of whom pay careful attention to the qualifications and background of potential new hires and applicants for certification. Fingerprint record checks are just one part of the rigorous process by which we select teaching, administrative, support and technical staff.

Who do we fingerprint?

Any individual who will have regular, unsupervised access to children:

1. Anyone seeking a Washington State educational certificate.
2. Anyone seeking certified or classified employment in a public school district, Educational Service District (ESD), Washington School for the Deaf (WSD) or the Washington State School for the Blind (WSSB).
3. Anyone working as a contractual employee for employers listed in "2." above.

What is "regular, unsupervised access to children?"

Each employer must define this term independently. Most organizations define "regular, unsupervised access to children" with the help of legal counsel.

How long are my fingerprint records valid?

Two years from the clearance date we receive from the Federal Bureau of Investigation (FBI).

Will I have to get new fingerprints every two years?

By law, if you have completed a fingerprint record check through WSP and the FBI **within the previous two years**, the school employer may waive the requirement. If you **change school district employers**, and if your previous **record check is more than two years old**, you must provide a new fingerprint record check.

Can I provide fingerprint record check results I had done for another government agency, the military, or for a gun permit, (or other) as a substitute for OSPI's fingerprint check?

No. Washington State law does not allow substitute versions of any fingerprint record checks. The law is detailed here, WAC 392.300 and RCW 28A.400.

Who receives my fingerprint results?

WSP/FBI send the results of fingerprint record checks to OSPI. The results reside in a secure database that designated staff from public schools, colleges, and universities, Washington's school for the deaf and school for the blind, as well as certification programs, can access online. We send the results of fingerprint record checks to private schools by letter.

What happens if my fingerprint record check results show a Record of Arrest/Prosecution (RAP)?

We send you a copy of the record that we receive from the WSP/FBI. We also send a letter to your potential employer – the superintendent of the school district or ESD – that contains only information about any convictions on the RAP. We do not share RAP information directly with colleges and universities; however, designated staff from these organizations can view fingerprint record check results through a secure Web site. School districts and the ESDs share fingerprint record check results with contract employers. We notify approved private schools by letter. The letter contains limited information from the FBI and only the conviction-related information that we receive from WSP.

Can the FBI reject my fingerprints because of poor print quality?

Yes. If the FBI notifies us that they cannot accept your first fingerprint record, you must submit a new set of fingerprints. If the FBI rejects your fingerprint record a second time we will ask them for a Name and Date of Birth Clearance.