



Auburn School District No. 408
Auburn, Washington
Fingerprinting Services

*****FINGERPRINTING IS REQUIRED TO BE COMPLETED WITHIN 30 CALENDAR DAYS OF HIRE*****

Fingerprint Background Check Instructions
For School Employees and Contractors

- Washington State law (RCW28A.400.403) requires that all new employees of a school district, an educational service district, state school for the deaf, state school for the blind, and their contractors who have regularly unsupervised access to children be fingerprinted for a record check through the Washington State Patrol (WSP) and the Federal Bureau of Investigation (FBI).
- Each educational service district (ESD) office within Washington State has the ability to process fingerprints electronically using live-scan technology. Washington State University and Central Washington University also have live-scan capabilities. Provided your fingerprints are of good quality, live-scan greatly reduces the turnaround time. However, if you have worn ridge detail you will benefit by having your fingerprints taken with black printer's ink using the ink-and-roll method.

You may select one of the following options to complete the fingerprint process:

- (1) You may complete the electronic live scan fingerprint process in person at one of the ESD locations listed below. Please contact the ESD of your choice for information regarding the submission of your fingerprints through the live scan process and any additional processing fees they may charge. **The fingerprint background check fee is \$43.00, plus the ESD's processing fee.**
- (2) If you are fingerprinted by an agency other than an ESD office using the ink-and-roll method, please contact an ESD to obtain an official fingerprint card. For processing, **mail the completed fingerprint card and money order, cashier's check, or personal/business check made payable to the Office of Superintendent of Public Instruction (OSPI) in the amount of \$43.00 to: OSPI, Attention: Fiscal Office, P. O. Box 47200, Olympia, WA 98504-7200.**
- (3) You may have your fingerprints processed manually by the WSP Criminal Records Division located at 3000 Pacific Avenue, Olympia, WA 98504; but you must first pay the background check processing fee to OSPI and obtain an Electronic Applicant Submission form. Having your fingerprints processed manually ensures the WSP will not reject your fingerprints due to poor print quality. **The cost for processing fingerprints manually is \$63.75, plus the WSP's processing fees.**
- Information on both the fingerprinting and certification process can also be obtained by accessing the Office of Superintendent of Public Instruction's web page at:
<http://www.k12.wa.us/ProfPractices/fingerprint>

(Amounts listed include background check fee)

| | | | | |
|----------------------------------|----------------------|------------------|----------------|---|
| ESD 113 (\$81.00) | 6005 Tye Drive SW | Tumwater, 98512 | (360) 464-6709 | http://www.esd113.org |
| Olympic ESD 114 (\$69.75) | 105 National Ave. N. | Bremerton, 98312 | (360) 478-6868 | http://www.oesd.wednet.edu |
| PSESD 121 (\$82.50) | 800 Oakesdale Ave SW | Renton, 98057 | (425) 917-7613 | Email: fingerprinting@psed.org |

For financial assistance please contact Valerie Burkhauser in Human Resources at 253.931.4918 or email to vburkhauser@auburn.wednet.edu.