



Auburn School District No. 408
Auburn, Washington
Fingerprinting Services

Fingerprint Background Check Instructions

- **Fingerprinting is required as a condition of employment.** Washington State law (RCW28A.400.403) requires that all applicants who do not possess a valid Washington teaching certificate at the time of application be fingerprinted for a background record check through the Washington State Patrol (WSP) and the Federal Bureau of Investigation (FBI).
- The Auburn School District has the ability to process fingerprints electronically using live-scan technology. 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.
- If you have had your fingerprinting completed with another school district within the past two years, we may be able to locate those prints in the OSPI database. We are happy to check for you if you think that might apply to you.
- The cost of fingerprinting with the Auburn School District is \$55.00, payable by cash, money order, or credit card only. If you are paying with cash, you must have exact change.
- You must make an appointment for fingerprinting by contacting Human Resources at 253-931-4916.
- You will need to bring photo identification with you.