

# About Fingerprint Records



33 S. Second Avenue  
Yakima, WA 98902  
www.esd105.org  
509-575-2885

Contact:  
Kay Gutierrez  
Human Resources Director  
509-454-2858  
kay.gutierrez@esd105.org

**For more information  
about the Office of  
Professional Practices  
at OSPI contact:**

Professional Practices  
(360) 725-6130

Investigations  
(360) 725-6135

Fingerprint Records  
(360) 725-6135

[opp@k12.wa.us](mailto:opp@k12.wa.us)

Fingerprint records and background checks are required by Washington State law for:

- Applicants who do not possess a valid Washington teaching certificate at the time of application ([RCW 28A.410.010](#))
- 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 background record check. ([RCW 28A.400.303](#))

In addition, the law authorizes approved private schools to require their employees with regularly unsupervised access to children be fingerprinted for a background record check. ([RCW 28A.195.080](#))

The background record check consists of a check through the Washington State Patrol (WSP) and Federal Bureau of Investigations (FBI).

**If you believe the results of your background check from the FBI are not complete or are wrong you have an opportunity to complete or challenge the accuracy of the information as described below.**

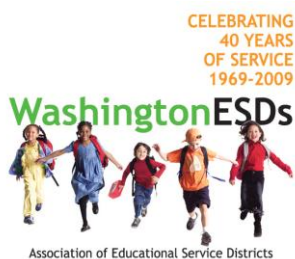
Send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division by writing to the following address:

FBI CJIS Division  
Attention: Correspondence Group  
1000 Custer Hollow Road  
Clarksburg, WV 26306

Your written request to the FBI should clearly identify the information that you feel is inaccurate or incomplete and should include copies of any available proof or documents that support your claim. The correspondence group will contact appropriate agencies to try to verify or correct challenged entries for you. When the FBI receives official communication from the agency with jurisdiction over the matter, the FBI will make appropriate changes and notify you of the outcome. (This process is described in 28 C.F.R. § 16.34)

The results of the WSP and FBI background check are forwarded to OSPI and are entered into an online Educational Data System (EDS). All school districts, educational service districts, private schools, BIA-funded Native American schools, colleges, and universities in Washington state have access to the EDS and are able to view the results of the WSP and FBI background record check.

Criminal history conviction information reported from the WSP and/or FBI of all school district, private schools and educational service district (ESD) employees is returned to the appropriate agency after the criminal history report is processed by our office.



***Leading ... Delivering ... Inspiring!***