

Effective October 1, 2014 (fees change)

**INFORMATION AND PROCEDURES FOR ELECTRONIC FINGERPRINTING
for School District Human Resources Departments, College/University Certification
Officers, Private School Administrators**

To Schedule an Appointment for Fingerprinting:

The individual to be fingerprinted should **call the ESD 105 office at (509) 575-2885** and ask for fingerprint scheduling. They will be connected to the appropriate person to schedule the appointment. The fingerprinting process takes approximately 30 minutes.

Prior to the Appointment for Fingerprinting:

Each individual who needs fingerprinting must **complete the “Individual Information Form for Electronic Fingerprinting”** prior to the fingerprinting process. The form should be available from the Human Resources Department in the school district, from the college/university Certification Officer or at the ESD 105 office. If they do not have the form, they need to come in ten (10) minutes prior to their appointment to allow time to complete it.

The information on the form will be entered into the electronic system to initiate the fingerprinting process. Failure to fill out or complete the form will result in no prints being taken.

They must be prepared to pay the required fees at the time of their appointment.

There are fees associated with the fingerprint process. They should come prepared to pay the entire fee at their appointment time and prior to the start of the fingerprinting process. **If the fees are being paid by the school district, refer to the third paragraph in this section.**

They may either pay by a bank cashier’s check or money order made payable to ESD 105, or with cash for the exact amount of the required fee. **Personal checks are not accepted.**

School districts that have agreements with their staff to cover their fingerprinting fees with a **Purchase Order** should have a purchase order on file at the ESD 105 office prior to any staff scheduling their appointments. If that is the case, the school district Human Resources Department will need to complete an ESD 105 fingerprint referral notice for each staff member needing to complete the fingerprint process. The staff member should bring the notice with them at the time of their appointment. This will authorize ESD 105 to bill the district for the entire cost of the fingerprinting.

There will be a \$10.00 processing fee, in addition to the fingerprinting fees, for each purchase order the district submits to cover fingerprinting fees.

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| 1) Fingerprinting fee for employment and certification | Total | \$75.00 |
| 2) Reprints (original prints were done by another agency other than ESD 105) | Total | \$30.00 |

If you have any questions about this process, contact a Fingerprint Specialist at (509) 575-2885.