

Effective October 1, 2014 (fees change)

**PROCEDURES FOR ELECTRONIC FINGERPRINTING
(for an individual needing to be fingerprinted)**

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. You will be connected to the appropriate person to schedule the appointment.

The fingerprinting process will take approximately 30 minutes. Please schedule it when you have the appropriate time. **Please do not bring children with you.**

Prior to Your Appointment for Fingerprinting:

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

You will need to have a form of identification with you (i.e. driver’s license, passport, etc.) and present it at the time of your appointment.

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.**

Be prepared to pay the required fees at the time of your appointment.

There are fees associated with the fingerprint process. You should come prepared to pay the entire fee at your appointment time and prior to the start of the fingerprinting process.

You 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.

Some school districts may have agreements with their staff to cover the fingerprinting fees with a Purchase Order. If that is the case, check with your school district Human Resources Department, for a fingerprint referral notice. You will need to present the notice at the time of your appointment.

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