

Effective November 1, 2020 (fees change)

**REFERRAL NOTICE
FOR FINGERPRINTING
covered by a School District or agency Purchase Order**

School districts or agencies 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 this 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.**

Reason:

1) Fingerprints for **employment or certification** Total **\$80.00**

Name of Employee to be fingerprinted:

First Name Middle Name Last Name

Position the employee has within the district: _____

Name of School District: _____

District Purchase Order Number: _____ **Date of Referral:** _____

Signature of HR Director or department staff authorized to make referrals Title

If you have any questions about this form or the process, contact a Fingerprint Specialist at (509) 454-5317.