

Effective October 1, 2014 (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.**

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

Reason (check one):

- 1) For **employment or certification** Total **\$75.00**
- 2) **Reprints** (originals prints were done by another agency other than ESD 105) Total **\$30.00**

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) 575-2885.