



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION  
Fingerprint Records Office  
Old Capitol Building  
PO Box 47200, Olympia, WA 98504-4200  
(360) 725-6135 FAX (360) 753-4201 TTY (360) 664-3631  
OPFFP@k12.wa.us

## REQUEST FOR BACKGROUND CHECK RESULTS

**WAC 392-300-035 Requests for record check information.** In accordance with the requirements of RCW 42.56.100 that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, record check information is obtainable by district employees or applicants to whom it pertains when they comply with the following procedures:

A request shall be made in writing. The written request shall be presented to the Fingerprint Records Office of the Superintendent of Public Instruction during customary office hours or may be mailed or faxed to the office. The request shall include the following information:

*Calendar Date:		*Time of Day:	
*Name: (Last, First)			
*Mailing Address:		City:	State: Zip:
*Date of Birth:	Social Security Number (Optional):		*Telephone No.: (     )
*Height:		*Weight:	
*Nature of Request:			
*Signature:			

**All fields marked with \* must be completed**