



SUPERINTENDENT OF PUBLIC INSTRUCTION

Chris Reykdal Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

November 15, 2018

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(X) Informational

BULLETIN NO. 104-18 PROFESSIONAL PRACTICES/FINGERPRINT RECORDS

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
Private School Administrators
Bureau of Indian Education (BIE) Schools Administrators
State Tribal Education Compact Schools Administrators

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: FBI Fingerprint Fee Increase

CONTACT: Jennifer Simmonds, Supervisor
360-725-6137, jennifer.simmonds@k12.wa.us

PURPOSE/BACKGROUND

The Federal Bureau of Investigation (FBI) is increasing its processing fee for all fingerprint background checks. The fee increase will become effective January 1, 2019.

The background check processing fee will be \$44.25 for all fingerprint background checks conducted through the Washington State Patrol (WSP) and the FBI. This will include school district employees, educational service district employees, contractual employees, volunteers, private school employees, charter school employees, BIE schools, tribal schools, and certification applicants.

The background check processing fee is distributed to three agencies. The FBI's processing fee is increasing to \$13.25, the WSP's processing fee is \$20.00, and the Office of Superintendent of Public Instruction's processing fee is \$11.00.

Individuals may wish to contact the agency providing the fingerprinting services to inquire about any additional fees they may charge.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Jennifer Simmonds, Supervisor, at 360-725-6137 or email jennifer.simmonds@k12.wa.us. The OSPI TTY number is 360-664-3631.

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(www.k12.wa.us/BulletinsMemos/bulletins2017.aspx).

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