



SUPERINTENDENT OF PUBLIC INSTRUCTION

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

October 28, 2016

(X) Action Required
() Informational

MEMORANDUM NO. 058-16M OFFICE OF PROFESSIONAL PRACTICES (OPP)

TO: Educational Service District Superintendents
School District Superintendents
Educational Service District Certification Specialists
School District Human Resource Directors
Private School Administrators
Public College/University Certification Specialists
Private College Certification Specialists
Washington School Personnel Association
Washington Education Association

FROM: Randy I. Dorn, State Superintendent of Public Instruction

RE: Decrease and Equalization of Criminal History Background Check Fees

CONTACT: Jennifer Simmonds, 360-725-6137, jennifer.simmonds@k12.wa.us
Agency TTY: 360-664-3631

The Federal Bureau of Investigation (FBI) is reducing its processing fee for **all** fingerprint background checks. The fee reduction will become effective **IMMEDIATELY**.

The background check processing fee will be **\$43.00** 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, private school employees, charter school employees, and certification applicants.

The background check processing fee is distributed to three agencies. The FBI's processing fee is \$12.00, the WSP's processing fee is \$20.00 and the Office of Superintendent of Public Instruction's (OSPI) processing fee is \$11.00.

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

The fingerprint requirement instructions are available on the OSPI website at <http://www.k12.wa.us/ProfPractices/fingerprint/Resources.aspx>.

If you have any questions regarding the fingerprint process, please contact Jennifer Simmonds, Administrative Program Specialist with the Office of Professional Practices Background Check Unit (fingerprint unit) at 360-725-6137 or jennifer.simmonds@k12.wa.us. OSPI's TTY line is 360-664-3631.

LEGAL SERVICES

Dierk Meierbachtol
Chief Legal Officer

OFFICE OF PROFESSIONAL PRACTICES

Jennifer Simmonds
Administrative Program Specialist

RD:js

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