



## FINGERPRINT REQUIREMENT INSTRUCTIONS PACIFIC LUTHERAN UNIVERSITY CERTIFICATION PROGRAMS

Washington State law (WAC 181-78A-125 and RCW 28A.410.010) requires that all candidates must have current fingerprint and character clearance based on a background record check through the Washington State Patrol (WSP) and the Federal Bureau of Investigation (FBI) at all times during the field experience, including all school-based practicum, student teaching and internship experiences.

Each Educational Service District (ESD) office within Washington State has the ability to process fingerprints electronically using live-scan technology. Provided your fingerprints are of good quality, live-scan greatly reduces the turnaround time.

Currently, the total cost for fingerprint clearance obtained through an ESD office is approximately \$83.00 (OSPI fee plus ESD fee). Please note that costs may be revised.

Please make arrangements to complete the fingerprint process in person at one of the ESD locations listed below; a fingerprint card is not required. Please contact the ESD of your choice for information regarding the submission of your fingerprints through the live scan process and processing fee. An appointment may be necessary. This is the most straightforward method to obtain fingerprint clearance. There are other options for obtaining fingerprints at other agencies (like law enforcement). Please go to the following website for instructions **BEFORE** going to another agency to make sure your fingerprints are reported correctly. <http://www.k12.wa.us/ProfPractices/fingerprint/Procedure-Fees.aspx>

<b>ESD 101</b>	4202 S. Regal St.	Spokane, 99223	(509) 789-3800	<a href="http://www.esd101.net">http://www.esd101.net</a>
<b>ESD 105</b>	33 South 2nd Ave.	Yakima, 98902	(509) 575-2885	<a href="http://www.esd105.wednet.edu">http://www.esd105.wednet.edu</a>
<b>ESD 112</b>	2500 N.E. 65th Ave.	Vancouver, 98661	(360) 750-7500	<a href="http://www.esd112.org">http://www.esd112.org</a>
<b>ESD 113</b>	<b>6005 Tye Drive SW</b>	<b>Tumwater, WA 98512</b>	(360) 464-6709	<a href="http://www.esd113.k12.wa.us">http://www.esd113.k12.wa.us</a>
<b>Olympic ESD 114</b>	105 National Ave. N.	Bremerton, 98312	(360) 478- 6868/6870	<a href="http://www.oesd.wednet.edu">http://www.oesd.wednet.edu</a>
<b>Puget Sound ESD 121</b>	800 Oakesdale Ave SW	Renton, 98057	(425) 917-7614	<a href="http://www.psesd.org">http://www.psesd.org</a>
<b>ESD 123</b>	3918 W. Court St.	Pasco, 99301	(509) 547-8441	<a href="http://www.esd123.org">http://www.esd123.org</a>
<b>North Central ESD 171</b>	430 Old Station Road	Wenatchee, 98801	(509) 665-2610	<a href="http://www.ncesd.org">http://www.ncesd.org</a>
<b>Northwest ESD 189</b>	1601 R Avenue	Anacortes, 98221	(360) 299-4072	<a href="http://www.esd189.org">http://www.esd189.org</a>

NOTE: If there are any problems with your fingerprint clearance (such as poor print quality), you will receive a notice and instructions about what to do. If, for instance, you have worn ridge detail you will benefit by having your fingerprints taken with black printer's ink using the ink and roll method.

If you have questions or concerns about this process, please contact the Certification Officer at PLU (253.535.8456 or [larsenmj@plu.edu](mailto:larsenmj@plu.edu)).