



FINGERPRINT BACKGROUND CHECK

To: All New Employees

Washington State Law ([RCW 28A.400.303](#)) requires that all new employees of a school district with regularly unsupervised access to children be fingerprinted for a record check through the Washington State Patrol (WSP) and the Federal Bureau of Investigation (FBI). As a new employee or substitute employee of the Mount Baker School District, you will be required to proceed with this background check. If you have had a Fingerprint Background Check within the last two (2) years for a school district, please notify us and we will contact OSPI regarding the results. Employment is contingent upon any findings of the fingerprint background check.

Fingerprinting directions:

1. Using black ink, fill in the top portion of the fingerprint card, but **do not** sign the card.
2. Take the fingerprint and verification cards to the fingerprinting location; be sure to have picture identification with you. You will sign the fingerprint card and have your fingerprints taken, and the officer will stamp the verification card.
 - PLEASE NOTE: The location/person will request a fee for this service and may be paid with cash or local check (see below for fee amount) - NO debit cards.
3. Bring the completed verification and fingerprint cards with a personal check or money order for \$50.00 payable to OSPI (Office of the Superintendent) to the District Office. (*Note: If you had your fingerprints done in Anacortes, you do not need to pay the \$50.00 to OSPI.*)

Thank you in advance for your cooperation. The safety of our children is first and foremost in all our minds. If you have any questions concerning this process, please call (360) 383-2000.

Listed below are the participating locations and hours.

NWESD	Tom Erickson Fingerprinting	Everson Police Department
Total Charge ~\$85.00	Fee ~\$30.00	Fee ~\$10.00
(360) 299-4000	(360) 961-2318	(360) 966-4212
1601 R Ave., Anacortes	288 Martin St., Blaine	111 West Main St., Everson
<i>By appointment only</i>	<i>By appointment only</i>	<i>By appointment only - appointments are limited</i>