



Volunteers: Fingerprinting

Who is required to be fingerprinted?

- Volunteer Coaches
- Overnight chaperones (such as Outdoor Ed, Robotics, etc.)

Steps to obtaining fingerprints:

- Bainbridge Island Police Department will "take" fingerprints Monday - Friday between 8 a.m. and 3:30 p.m. They do ***not*** take appointments and request that people ***not*** show up in groups. Fridays are a bit difficult because there is only one clerk so people may have to wait longer if they go on a Friday. The fee is \$55.25 per person. Checks need to be made out to the City of Bainbridge Island. If the person is paying by credit card, an additional \$3 fee will be applied.
- Seattle Police Department will also "take" fingerprints 8 a.m. to 4:30 p.m. However, they do not submit the prints electronically. They will print you on a card that you'll need to mail to OSPI. The cost to have your prints taken by the Seattle Police Department is \$7 (cash or check only). Once you have your prints, please mail them (along with \$45.25 for processing) to:
 - OSPI, Attention: Fiscal Office, P. O. Box 47200, Olympia, WA 98504-7200
 - The check should be made payable to the Office of Superintendent of Public Instruction (OSPI)
- According to OSPI, it takes up to 10 business days for electronic prints to be processed. **Ink prints require additional time to process.**
- If the person has a record, the results will be emailed or snail-mailed to our HR department.
- If the person does ***not*** have a record they will be listed on a cleared list accessible by our HR department.

Good to know:

- Once a volunteer's fingerprints are cleared, as long as the person stays active as a volunteer (meaning his or her volunteer status doesn't lapse), they will not need to re-do the fingerprinting process. This means, for example, a parent who is fingerprinted for 4th grade Outdoor Ed **and remains an active volunteer**, can volunteer to be an overnight chaperone when his/her child is in say, Spartronics, in high school.