

**FINGERPRINTING at the BAINBRIDGE ISLAND POLICE DEPARTMENT**

**Contact Information:**

**Phone: (206) 842-5211**

**Address: Bainbridge Island Police Department**

**625 Winslow Way E**

**Bainbridge Island, WA 98110**

**Fingerprinting Services:**

BIPD offers digital fingerprint background checks by utilizing live-scan technology. The live-scan system allows the print quality to be checked on the equipment at the time prints are taken, creating fewer necessary retakes. Fingerprints taken through live scanning are generally cleared within just 1 to 2 weeks. Fingerprinting is required of individuals who have regular, unsupervised access to children, those seeking certificates and those seeking certified or classified employment and certain volunteer situations (volunteer coach or chaperone).

**Instructions for Fingerprinting:**

LiveScan Fingerprinting at BIPD is available from 8:00 am – 3:30 pm on regular business days **by appointment only**. Please call ahead to make an appointment. The appointment will take approximately 15-20 minutes, please plan accordingly. Employees will be asked to complete an OSPI form (available at BIPD), provide photo identification, and pay the fingerprinting fee. Fingerprints are submitted electronically to the Washington State Patrol. All fingerprint record checks will reside with the Office of Superintendent of Public Instruction (OSPI). Payment may be made with: Cash, check or bank card (\$3 processing fee for card processing).

Current fees:

Office of Superintendent of Public Instruction/ Washington State Patrol Processing Fee	\$44.25
Bainbridge Island Police Department Service Fee	\$10.00
<b>TOTAL FEE</b>	<b>\$54.25</b>