



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION

Fingerprint Records Office

Old Capitol Building
P.O. Box 47200
Olympia, WA 98504-7200
Office: 360-725-6135 | Fax: 360-725-6250 | TTY: 360-664-3631
oppfp@k12.wa.us

Request for Background Check Results

This process is for those that have already completed an OSPI fingerprint background check.

WAC 392-300-035 Requests for record check information. In accordance with the requirements of RCW 42.56.100 that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, record check information is obtainable by district employees or applicants to whom it pertains when they comply with the following procedures:

All fields marked with * must be completed.

*Calendar Date:
*Time of Day:
Approximate date fingerprints submitted/completed:
*Name: (Last, First)
Private/Personal Email Address: (If a private email is not provided, the results will be mailed to the address provided).
*Mailing Address:
*City, State, Zip:
*Date of Birth:
Social Security Number:
*Height / Weight:
*Nature of Request:
I WOULD LIKE THE BACKGROUND CHECK INFORMATION SENT BY: (only one box can be checked. If no boxes are checked, the fingerprint office will mail the background check information to the address provided.) <input type="checkbox"/> MAIL to the address listed above <input type="checkbox"/> EMAIL to the address listed above NOTE: Results cannot be mailed or emailed to the applicant's place of employment or college/university.
I am the person identified above. I am requesting a copy of my most recent background check results, including copies of any criminal history rap sheets from the Washington State Patrol and Federal Bureau of Investigations:
* Required: Signature (No electronic signatures are accepted. Must be signed by the applicant):

Send your completed and signed Request for Background Check Results to:

Mail: Fingerprint Records, OSPI, PO Box 47200, Olympia, WA 98504
FAX: 360-725-6250
Email: oppfp@k12.wa.us