



## DIRECTIONS FOR COMPLETING FINGERPRINT CARDS

Note: Picture identification is necessary when you go to be fingerprinted. This form is for reference only. Do not complete.

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK		FBI		LEAVE BLANK	
SIGNATURE OF PERSON FINGERPRINTED		ALIASES AKA		OR I		DATE OF BIRTH DOB			
RESIDENCE OF PERSON FINGERPRINTED		CITIZENSHIP CTZ		SEX		RACE		HGT	
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		YOUR NO		OCA		WGT	
EMPLOYER AND ADDRESS		UNIVERSAL CONTROL NO		LIC		EYES		WAR	
REASON FINGERPRINTED		ID Code 33-130:		SOCIAL SECURITY NO		SOC		PLACE OF BIRTH POB	
For Employment <input type="checkbox"/> Dist # _____		For Certified Position? Yes <input type="checkbox"/> No <input type="checkbox"/>		MISCELLANEOUS NO		MNU		CLASS	
For Certification <input type="checkbox"/> Volunteer <input type="checkbox"/>								RET	

DIRECTIONS: Take the fingerprint card and *Fingerprint Card Verification Form* to a sworn law enforcement officer or other trained personnel (police or sheriff's department, school district office, etc.) for a full set of your fingerprints to be rolled. Only digital prints from an Idaho school district or university, with a scanner tied to the SDE, will be accepted. We will also accept digital prints that have been printed on SDE fingerprint cards and submitted to SDE for processing.

IMPORTANT: Submit fingerprint card with the completed *Fingerprint Card Verification Form* and *Background Investigation Check (BIC) Form*. Fingerprint cards received without the *Fingerprint Card Verification Form* will be rejected and a new packet will be required. Fingerprint cards with item #2 or #15 incorrectly completed or incomplete will be rejected and a new fingerprint packet will be required.

For the following, please type or print in black ink.

1. Full legal Name: List Last name, first name, middle name, and suffix if applicable.
2. Signature: Sign your **legal name**. Fingerprint cards submitted without your signature will be rejected and a new fingerprint packet will be required.
3. Aliases (AKA): Please provide any aliases, including maiden names or other previous names.
4. ORI: **DO NOT ALTER**.
5. Date of Birth: Use numbers only.
6. Residence: List your mailing address including city, state, and ZIP code.
7. Citizenship: List United States (US) or other country abbreviation.

8. Sex: Use only one character (M or F).
9. Race: W for White or Hispanic, B for Black, A for Asian, I for American Indian.
10. Height: Enter as **feet and inches**.
11. Weight: Enter in **pounds**.
12. Eyes: Use three letters. BLU for Blue; BRO for Brown; HAZ for Hazel; GRN for Green; GRY for Gray; BLK for Black.
13. Hair: Use three letters. BLK for Black, BLN for Blond, BRO for Brown, GRY for Gray, RED for Red, WHT for White, XXX for Bald.
14. Place of birth: List State if within U.S., otherwise country.
15. Date and signature of official taking fingerprints; The authorized fingerprinter taking your prints must sign here. Fingerprint packets with a discrepancy between the date and signature on the *Fingerprint Card Verification Form* will be rejected and a new fingerprint packet will be required.
16. OCA: Leave blank.
17. List District or Charter name and address; If for certification only, leave blank.
18. FBI: Leave blank.
19. Armed Forces Number: Leave blank.
20. Social Security Number: Enter your full social security number.
21. Reason Fingerprinted:
  - a. If applying for an Idaho Educator Certificate/Credential, mark box "For Certification."
  - b. If applying to work in an Idaho School District or Charter, mark box "For Employment" and indicate which district or charter by entering the Local Education Agency (LEA) number.
  - c. If applying to work in an Idaho School District or Charter **and** applying for an Idaho Educator Certificate/Credential, mark boxes "For Employment" and "For Certification" and indicate which district or charter by entering the LEA number.
  - d. If volunteering at an Idaho School District or Charter, mark box "Volunteer" and indicate which district or charter by entering the Local Education Agency (LEA) number.
22. MNU: Leave Blank.

If you are applying for certification, do not submit the fingerprint packet before your certification application. Please either send the fingerprint card and fee together with your certification application packet or send after you have submitted your certification application.

When mailing, do not fold the fingerprint card. Return the card with the completed forms and a check or money order (do not send cash) for \$28.25 for certification or employment. The fee for a volunteer background investigation check is \$26.25. Make your check or money order payable to the State Department of Education for the exact amount and mail to:

State Department of Education  
Attn: Teacher Certification/Background Records Office  
P.O. Box 83720  
Boise, ID 83720-0027