

**STATE DEPARTMENT OF EDUCATION  
BOISE, IDAHO**

NOTE: Picture identification is necessary when you go to be fingerprinted.

**DIRECTIONS FOR COMPLETING FINGERPRINT CARDS  
(THIS FORM IS FOR REFERENCE ONLY. DO NOT COMPLETE)**

<b>APPLICANT</b> <small>See Privacy Act Notice on Back</small> FD 258 (REV.3-1-10) 1110-0046 SIGNATURE OF PERSON FINGERPRINTED RESIDENCE OF PERSON FINGERPRINTED DATE SIGNATURE OF OFFICIAL TAKING FINGERPRINTS EMPLOYER AND ADDRESS REASON FINGERPRINTED ID Code 33-130: For Employment <input type="checkbox"/> Dist # _____ For Certification <input type="checkbox"/> Volunteer <input type="checkbox"/>	LEAVE BLANK	TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME      FIRST NAME      MIDDLE NAME 1 ALIASES AKA 3 CITIZENSHIP CTZ 7 YOUR NO      OCA 16 FBI NO      FBI 18 ARMED FORCES NO      MNU 19 SOCIAL SECURITY NO      SOC 20 MISCELLANEOUS NO      MNU 22	FBI	LEAVE BLANK	OR I ID920170Z DEPT OF EDUCATION BOISE, ID 4 DATE OF BIRTH      DOB Month      Day      Year      5 SEX      RACE      HGT.      WGT.      EYES      HAIR 8      9      10      11      12      13 PLACE OF BIRTH      POB 14 LEAVE BLANK CLASS _____ REF. _____
Do you have a certificate? 21 Yes <input type="checkbox"/> No <input type="checkbox"/>					

**DIRECTIONS:** Take the fingerprint cards to a sworn law enforcement officer or other trained personnel (i.e., police or sheriff's department, district office) for a full set of your fingerprints to be taken. **Incomplete fingerprint cards will be destroyed and a new card will be required.**

**IMPORTANT:** Return fingerprint card with the completed "Instructions for Handling Fingerprint Cards" form and "Noncriminal Justice Applicant Privacy Statement" form. **Fingerprint cards received without these forms will be returned and a new card will be required.**

**Type or print in black ink.** Illegible fingerprint cards will be destroyed and a new fingerprint card will be required.

1. Full Legal Name - list last name, first name, and middle name, suffix (Jr., Sr., II etc).
2. Signature - sign **your** legal name.
3. ALIASES (AKA) including maiden names or previous
4. ORI - leave blank. **DO NOT ALTER**
5. Date of Birth - use numbers only. (If the DOB block is blank, the card will be destroyed without being processed)
6. Residence - list your MAILING address including zip code.
7. Citizenship - list U S 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 - express as feet and inches.
11. Weight - express 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 - 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 - place of birth; State, if within U.S., otherwise Country. Do not list county as a POB.
15. Date and signature of official taking fingerprints - the sworn law enforcement officer or authorized fingerprinter taking your prints must sign here.
16. Leave Blank.
17. Employer and address - list current employer, if unemployed, leave blank.
18. Leave Blank.
19. Armed Forces Number - enter your military enlistment number, if applicable.
20. Social Security Number - enter your social security number.
21. Reason Fingerprinted:
  - a. Currently holds an Idaho Teaching Certificate and applying to work in an Idaho School District or Charter:
    - Submit one (1) fingerprint packet and mark box 'For Employment' and indicate with the district number.
  - b. Applying for an Idaho Teaching Certificate for the first time:
    - Submit one (1) fingerprint packet and mark box 'For Certification'
  - c. If submitting fingerprint card for Volunteer at a school district mark box 'Volunteer' and indicate with the district number. The fee for a volunteer background check is \$30.75.
  - d. Please indicate if you currently hold a teaching certificate in the state of Idaho by marking the appropriate box "Do you have a Certificate"
  - e. **Applying for an Idaho Teaching Certificate for the first time and hired in Idaho School District or Charter:**
    - Submit two (2) fingerprint packets – one to accompany certification application and one for employment in an Idaho School District.
22. Leave Blank

**NOTE: If you are applying for certification, please send the fingerprint card and fee together with your application packet. If you send the fingerprint card separately from your application packet, the card may be returned to you.**

CHECK YOUR CARDS CAREFULLY. INCOMPLETE OR ILLEGIBLE CARDS WILL BE DESTROYED AND NEW CARD(S) WILL BE REQUIRED.

Do not fold the fingerprint card. Return the card with the completed forms and a check or money order (do not send cash) in the amount of \$32.00 **EXACTLY**. Make your check out to the State Department of Education and mail to:

STATE DEPARTMENT OF EDUCATION  
Attn: Teacher Certification/Background Records Office  
P.O. BOX 83720  
BOISE, ID 83720-0027  
(208) 332-6888