



STEPS & FEES FOR FINGERPRINTING

These instructions apply to **San Juan County** residents. If you currently do not reside in San Juan County, please locate your local Educational Service District (ESD) office to make an appointment and follow their instructions.

1. OCA Code Assignment: Fill out the applicant section of the "Request for Electronic Applicant Submission" form (OCA Code Form) and return it to HR. HR will email it to OSPI and they will assign an 'OCA' code to form. HR will notify you that the form is ready for you to pick up or email it to you (your preference).
 - ✓ Note: Payment of **\$45.25** to SJISD in cash or check, is required. Make checks payable to 'SJISD'.
 - ✓ Payment is non-refundable once fingerprints are taken.
2. Make an appointment: Call the Sheriff's Office at **(360) 378-4151** to make an appointment to get your fingerprints done. Appointments are Thursdays, only.
3. For your appointment: Bring the following with you to your fingerprinting appointment at the Sheriff's office:
 - ✓ "Request for Electronic Applicant Submission" form **with OCA code** written on it.
 - ✓ **\$15.00** in cash or check to be paid to the Sheriff's office (or ESD fee)
 - ✓ Picture ID (i.e. Driver's license or passport)
4. After your appointment: Bring the signed "Request for Electronic Applicant Submission" form back to the District office HR Manager.

During the school year, background check results are completed approximately 1 week from the date fingerprints are taken. However, over the summer and the beginning of the school year), results may take longer.

Please don't hesitate to call if you have any questions, HR 360-370-7904 | hrmailbox@sjisd.org

Thank You!

PLEASE NOTE

- ❖ **No one, including Coaches and Volunteers, may work unsupervised with children until fingerprint background check results have cleared.**
- ❖ **If you change your mind about applying for a position with SJISD, please inform HR as soon as possible.**