FINGERPRINT GUIDELINES

Fingerprint Requirement for Licensure

The Kansas State Board of Education adopted regulation changes regarding requirements for a fingerprint-based records check. **These changes will affect veteran educators who have never submitted fingerprints** as part of any previous application for a Kansas certificate or license issued by the Kansas State Department of Education (KSDE).

Fingerprint Requirement:

If you are submitting any of the following, you will be required to submit a complete set of fingerprints, and a $50 fingerprint processing fee:

- First Kansas certificate or license
- Renewal of an expired Kansas certificate or license
- If the applicant has never submitted fingerprints as part of any previous application for a Kansas certificate or license, submit fingerprints* at the time of the next license application.

Time requirements to consider:

If this is your first license or your license is expired, **make sure you submit your license application and fee no later than six months after you submit the fingerprint card* and fee** or you will be required to submit a new card and fee.

* You must use the Kansas preformatted card (FBI, FD258). Only one card is required.
Fingerprint Instructions

Step 1
Schedule your appointment:

☐ Call your local law enforcement agency or fingerprint entity to schedule an appointment.

☐ Confirm that the agency has the Kansas Performatmed Card (FBI, FD 258)* fingerprint card.

If the fingerprint entity does not have the required form request a blank fingerprint card online here.

Step 2
What to bring with you to your appointment:

☐ Blank fingerprint packet (only if a fingerprint fingerprint card was requested by you).

☐ At least one form of picture ID.

☐ Background Waiver Form (available online here).

☐ Check or cash: Fingerprint agencies may charge a fee to take your prints. This is separate from the $50 to conduct your background check.

☐ $50 check or money order, made payable to KSDE. This fee needs to be sent to KSDE in the same envelope with your completed fingerprint card.*

☐ DO NOT COMBINE the background fee and the license application fee.

☐ Bring a pre-addressed, stamped envelope large enough to accommodate the fingerprint card.

Mailing Address:
KSDE Teacher Licensure and Accreditation
900 S.W. Jackson Str., Ste 102
Topeka, KS 66612-1212

Step 3
During your appointment:

☐ Complete the personal information on the fingerprint card, as directed by the officer taking your prints.

☐ Have the officer place the following into the stamped, pre-addressed envelope, seal it and mail it directly to KSDE:
  - Completed card.
  - $50 background fee.
  - Completed Background Waiver Form.

* You must use the Kansas Preformatted Card (FBI, FD 258).

1 KSDE Fingerprint Card Order webpage: https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Licensure/Fingerprint-Card-Order-Form