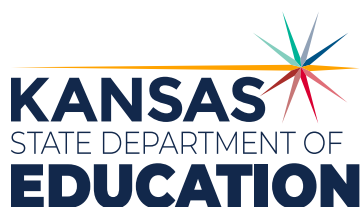


Fingerprint Guidelines

FINGERPRINT INSTRUCTIONS FOR
KANSAS TEACHER LICENSURE



Kansas leads the world in the success of each student.

April 20, 2022

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 Performatted Card (FBI, FD 258)*** fingerprint card.

If the fingerprint entity does not have the required form request a blank fingerprint card online [here](#)¹.

Step 2

What to bring with you to your appointment:

- Blank fingerprint packet** (only if a fingerprint card was requested by you).
- At least one form of **picture ID**.
- Background Waiver Form** (available online [here](#)²).
- 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 Performatted 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>

² Background Waiver Form, KSDE (PDF): https://www.ksde.org/Portals/0/TLA/Licensure/Fingerprint%20Waiver%20and%20Privacy%20Form%20KBI%2005_2018.pdf?ver=2022-02-11-131052-500

For more information, contact:

Teacher Licensure and Accreditation
(785) 296-2288



Kansas State Department of Education
900 S.W. Jackson Street, Suite 102
Topeka, Kansas 66612-1212
www.ksde.org

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