Fingerprint Guidelines

FINGERPRINT INSTRUCTIONS FOR KANSAS TEACHER LICENSURE

Kansas leads the world in the success of each student.

February 10, 2023
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.

☐ Ask if they use Livescan with electronic submission directly to Kansas Bureau of Investigation (KBI). Please note, this option only available in Kansas.

If yes: Skip step 2 of the Livescan section of this document.

If no: Confirm that the agency has the Kansas Preformatted Card (FBI, FD 258)* fingerprint card.

If the fingerprint entity does not have the required form request a blank fingerprint card online here1.

Step 2
What to bring with you to your appointment:

☐ Blank fingerprint packet attached only needed if Livescan electronic submission is not available.

☐ At least one form of picture ID.

☐ Background Waiver Form (available online here2).

☐ Check or cash: Agencies may charge a fee to take your prints, this is separate from the $50 charged by KBI to conduct background checks.

☐ $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 St., 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
Livescan Instructions

Step 1
Schedule appointment:
☐ Call your local law enforcement agency or fingerprint entity to schedule an appointment.
☐ Ask if they use Livescan with electronic submission directly to the KBI. Please note, this option only available in Kansas.
    If yes: Move to Step 2.

Step 2
What to bring with you to your appointment:
☐ At least one form of picture ID.
☐ Livescan instruction attached.
☐ Background Waiver Form (available online here1).
☐ Check or cash: Agencies may charge a fee to take your prints. This is separate from the $50 charged by KBI to conduct background checks.

Step 3
During your appointment:
☐ Complete the personal information, as directed by the officer taking your prints.
☐ Provide the officer taking your prints with the KSDE code: 902KS1600

Step 4
After your appointment:
☐ Log into Kansas Licensure Application System (KLAS)2.* If you are a new user you will need to register.
☐ Click the Fingerprint Payment Portal.
    1. Fill out applicant form.
    2. Upload signed waiver.
☐ Return to welcome screen.
☐ Print to review data that will be submitted to KSDE.
☐ Pay (button will appear below when 1 and 2 are complete)
    ☐ Print Report
    ☐ Log off

*DO NOT PAY BEFORE YOUR PRINTS ARE SUBMITTED. Only pay online if you are using Livescan for your fingerprints.

1 Background Waiver Form, KSDE (PDF): https://www.ksde.org/Portals/0/TLA/Licensure/Fingerprint%20Waiver%20and%20Privacy%20Form%20KBI%205_2018.pdf?ver=2022-02-11-131052-500

2 KLAS website: https://appspublic.ksde.org/Authentication/Public/login.aspx
Fingerprinting Information

Applicant:

The following documents are required to be taken with you to the fingerprinting agency. Failure to provide any of these documents may result in refusal to have fingerprints taken.

- Government issued photo ID
- Waiver and Privacy Statement
- Fingerprinting Information document
- 9x12 stamped envelope addressed to (to mail waiver statement back to your agency):

  KSDE
  900 SW JACKSON ST SUITE 102
  TOPEKA KS 66612-1212

Fingerprinting agency:

Please verify identity with government issued photo ID. If needed, complete the “To Be Completed By the Fingerprinting Agency” portion of the Waiver and Privacy Statement found on page 3. Please place the waiver statement in the provided envelope and mail.

THIS AGENCY HAS BEEN APPROVED BY THE KBI. PLEASE SUBMIT COMPLETED FINGERPRINT SUBMISSION VIA LIVESCAN.

Fingerprint Card Type:

42 Civil – State and Federal Identification Fee

Reason Fingerprinted:

☐ 82 - ADAM WALSH

Processing Fee Code:

☐ Fee Billed to Agency

Originating or Agency Account Number (AAN):

☐ 902KS1600 – KANSAS STATE BOARD OF EDUCATION

*If you have any questions, please call the KBI Ident Unit at (785) 296-4038.

Updated 7/15/2021
For more information, contact:

Teacher Licensure
(785) 296-2288
tlalicensure@ksde.org

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

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.
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LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L. THUMB R. THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
CJIS DIVISION/CLARKSBURG, WV 26306

APPLICANT

THIS CARD FOR USE BY:

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.*

2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITTING, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES, LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.*

3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.**

4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

Please review this helpful information to aid in the successful processing of hard copy criminal and civil fingerprint submissions in order to prevent delays or rejections. Hard copy fingerprint submissions must meet specific criteria for processing by the Federal Bureau of Investigation. Please review this helpful information to aid in the successful processing of hard copy criminal and civil fingerprint submissions in order to prevent delays or rejections. Hard copy fingerprint submissions must meet specific criteria for processing by the Federal Bureau of Investigation.

The contents of the fingerprint card should be completed by the applicant. Complete all required fields. If a required field is left blank, the fingerprint card may be immediately rejected without further processing.

The required fields for hard copy fingerprint cards are: originating agency identifier number - state of birth - place of birth - name - sex - fingerprint impressions - any applicable state stamp - Other (race, height, weight, eye color, hair color) - criminal fingerprint cards also require an arrest charge and date of arrest - civil fingerprint cards also require a reason fingerprinted and date fingerprinted.

Training aids can be ordered online via the Internet by accessing the FBI's website at: fbi.gov, click on 'Fingerprints', then click on 'Ordering Fingerprint Cards & Training Aids'. Direct questions to the Identification and Investigative Services Section's Customer Service Group at (304) 625-5590 or by e-mail at onliaison@leo.gov.

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statute, State statutes pursuant to Pub L. 92-544, Presidential Executive Orders, and Federal. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Social Security Account Number (SSAN): Your SSAN is needed to keep records accurate because other people may have the same name and birthdate. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system, or successor systems (including civil, criminal, and alien fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Additional Information: The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any system(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

INSTRUCTIONS:

* PRINTS MUST GENERALLY BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.

** ROUTINE USES FOR THE NGI SYSTEM ARE AUTHORIZED BY STATE AND LOCAL STATUTES AND JUDICIAL DECISIONS. ADDITIONAL INFORMATION ON NGI IS AVAILABLE ON THE FBI WEBSITE AT FBI.GOV OR CONTACT THE FBI DIRECTLY.

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