



KELSO SCHOOL DISTRICT

601 Crawford St. • Kelso, WA 98626 • 360.501.1900 • kelso.wednet.edu • HR/Payroll Dept.

EMPLOYEE FINGERPRINTING INFORMATION

OPTION 1: Local Police Station or Sheriff's Office

You will need to contact the police station in the county or city that you live in and inquire about fingerprinting services and getting an appointment time. You will need to present valid photo I. D., such as a driver's license or passport. Once you have been fingerprinted, please return the fingerprint card to Human Resources. We will mail the card on your behalf.

OPTION 2: ESD 112

You will need to schedule an appointment online by visiting, <https://app.acuityscheduling.com/schedule.php?owner=16644213> . Please bring a government issued photo I. D., such as a driver's license or passport, with you to the appointment. There will be a fee due at time of fingerprinting services. Visa or Mastercard ONLY. You will NOT need to bring your fingerprints into Kelso School District as they will be sent directly to OSPI from ESD.

ESD 112
2500 NE 65th Ave
Vancouver, WA 98661
360-750-7503

Unreadable Prints

If your prints are unreadable, you will need to have them redone and resubmitted at no cost. If they are still unreadable after you have had them redone, you will need to go to Washington State Patrol; M-F at 8:00 am – 4:00 pm.

3000 Pacific Ave SE Second
Floor Olympia WA, 98501