



KANSAS TEACHER LICENSURE FINGERPRINT MEMO

Fingerprint Information and Instructions

Who needs a background check?

- ✓ Any applicant applying for their first Kansas license
- ✓ Any applicant whose Kansas certificate/license has expired
- ✓ Any applicant applying for renewal of a valid Kansas certificate or license, if the applicant has never submitted fingerprints as a part of any previous application for a Kansas certificate or license.

- 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.
- If your license is currently valid and you have never submitted fingerprints as a part of any previous application for a Kansas certificate or license, **submit your fingerprint card and fee at the time you submit your next license application.**

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

1. Fill out the card:

- Complete all personal information on the top of the card including your Social Security Number.
- **DO NOT SIGN THE CARD YET - this will be done in front of the law enforcement officer.**
- The spaces for OCA, FBI and MNU numbers may be left blank if you do not have one of those numbers.
- Cards with missing or incomplete information will be rejected.

2. Have your prints taken: **Only a qualified law enforcement officer or properly trained school personnel can take your fingerprints:**

- Contact your local law enforcement agency before you go! They may require an appointment.
- Take at least one form of picture identification with you.
- Some law enforcement agencies may charge a fee to take your prints.
- Sign the card in front of the officer taking your prints.
- Digital prints are accepted as long as they are printed on a card in the FD258 format.

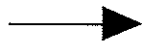
3. Background check fee:

- Prepare check or money order for \$50.00 made payable to KSDE.
- **DO NOT SEND CASH.**
- The \$50.00 for the background check **must be submitted as a separate payment from the application fee that is submitted with the license application. DO NOT combine the background fee and the application fee.**
- A card submitted without the background check fee of \$50.00 will not be processed.

4. Mail the card and the fee (DO NOT BEND THE CARD):

- Place adequate postage on an envelope addressed to:

*You may use this as a mailing label
on any envelope or the one this
fingerprint packet arrived in.*



**Teacher Licensure and Accreditation
Kansas State Department of Education
Landon State Office Building
900 SW Jackson Street, Suite 106
Topeka, KS 66612-1212**

- Request the law enforcement agency performing the fingerprinting process to place the card along with your \$50.00 background check fee in the envelope you provided them, seal it, and mail it.
- Bent or folded cards will not be accepted and a new fingerprint card will be mailed to you for prints to be taken again.