



STATE OF WASHINGTON  
**DEPARTMENT OF HEALTH**  
*Olympia, Washington 98504*

**Subject: Form and Instructions for Fingerprint-based Federal Background Check**

Thank you for submitting your application for a credential in Washington State. In order to complete your requirements for licensure you must now get a fingerprint-based background check. Below is information about the process using a standard fingerprint card (FD258) or Live Scan option using IdentoGO. **If you are converting/upgrading your Washington single state RN/LPN license to a Washington multistate license, please use your Active RN/LPN single state license when completing your FBI background check.**

**Live Scan Fingerprint Process**

You may complete Live Scan fingerprinting, or electronic fingerprinting at an IdentoGO center operated by IDEMIA. Visit [IdentoGO's website](#) and select "Schedule a New Appointment". Your credential ID may be referenced on the [DOH Provider Credential Search](#). **If you are converting/upgrading your Washington single state RN/LPN license to a Washington multistate license, please use your Active RN/LPN single state license. Use the format RN.RN.xxxxxxxx or LPN.LP.xxxxxxxx.** There will be a fee of \$48.25. Please note that you will not be able to schedule your appointment until the next business day after receiving this letter.

- If you use the Live Scan option, we'll receive your payment from IdentoGO and fingerprint results directly from the Washington State Patrol electronically.
- If your live scan prints are rejected, **Idemia** will send you communication to work with their facility to schedule another live scan appointment.
- If you have any questions, please call us at 360-236-4703.

**Fingerprint Card Process**

If you choose to submit a fingerprint card, please see the instructions at the end of this letter. **If you are converting/upgrading your Washington single state RN/LPN license to a Washington multistate license, please use your Active RN/LPN single state license. Use the format RN.RN.xxxxxxxx or LPN.LP.xxxxxxxx.** Once you complete your fingerprint card(s), use a full-size manila envelope to return the completed card and a check or money order for \$34.25 and this letter. Make your check payable to the Department of Health and mail along with a copy of this letter to:

Washington State Department of Health- Credentialing  
PO Box 47997  
Olympia, WA 98504-7997

If you would like to pay with a Visa or MasterCard, please contact our office approximately two weeks after sending it to us. All payments are non-refundable per WAC 246-12-340. After we receive your payment and fingerprint card, we'll scan the card and send it to the Washington State Patrol, which will forward your fingerprint card to the Federal Bureau of Investigation.

If there is a problem with your prints, we'll notify you and may provide you with an additional card or cards.

Sincerely,

Washington State Department of Health- Credentialing  
PO Box 47997  
Olympia, WA 98504-7997  
[HSQAFB@doh.wa.gov](mailto:HSQAFB@doh.wa.gov)

## Instructions for Submitting a Fingerprint Card

### General Information

You must complete and submit the fingerprint card as part of your application and use a card that matches the one below. Once received, the department will send the card to the Washington State Patrol (WSP) who will then send it to the Federal Bureau of investigation (FBI) for processing. We cannot accept previous fingerprinting done by another agency. Return the completed fingerprint card and processing fee to the department. State law (RCW 18.130.064) allows the department to conduct fingerprint-based criminal background checks.

### How to Complete the Fingerprint Card

For prompt and accurate processing of your fingerprint card:

- Print clearly in black ink.
- Stay in the blocks. Do not go over the blue lines.
- Ensure your name on the card and the name on your application is identical.
- Do not staple the card.
- Do not fold the fingerprint card.

Below is an example of the card you will use. The red highlights boxes are not to be filled out. The yellow highlighted boxes contain your credential number. In the top yellow box enter the number. In the bottom yellow box enter the prefix of your credential number (ARNP.AP, RN.RN, LPN.LP, NTEC.NS).

All the remaining boxes must be completed. Omission of any will cause your cards to be returned to you.

The image shows a sample fingerprint card form. The form is divided into several sections. The top left section is labeled 'APPLICANT' and contains fields for 'LAST NAME', 'FIRST NAME', and 'MIDDLE NAME'. The top right section is labeled 'FBI' and contains a 'LEAVE BLANK' field. The middle section contains fields for 'NUMBER', 'AREA', 'ID', 'R', 'T', 'CITIZENSHIP', 'SEX', 'RACE', 'HAIR', 'EYES', 'WEIGHT', 'HEIGHT', 'DATE OF BIRTH', 'DOB', 'MAY', 'JUN', 'JUL', 'AUG', 'SEP', 'OCT', 'NOV', 'DEC', 'PLACE OF BIRTH', and 'POB'. The bottom section contains fields for 'SIGNATURE OF OFFICIAL TAKING FINGERPRINTS', 'DATE', 'SIGNATURE OF APPLICANT', 'ADDRESS', 'CITY', 'STATE', 'ZIP', 'SOCIAL SECURITY NO.', 'SOC', 'MIDDLE INITIAL', and 'MIDDLE INITIAL'. The form is marked with red highlights in several areas, including the top left and right corners, the 'ID', 'R', 'T' fields, the 'SIGNATURE OF APPLICANT' field, the 'ADDRESS' field, the 'CITY', 'STATE', 'ZIP' fields, and the 'MIDDLE INITIAL' field. Yellow highlights are present in the 'NUMBER', 'AREA', 'CITIZENSHIP', 'SOCIAL SECURITY NO.', and 'MIDDLE INITIAL' fields. A large 'EXAMPLE ONLY' watermark is overlaid on the bottom half of the card.

Race	A = Asian/Pacific Islander I = American Indian/Alaskan Indian B = Black W = White U=Unknown
Weight (WGT)	Express in pounds rounding to the nearest pound. Ex: 1391b. Do not use Metric.
Aliases/AKA	Enter any aliases including maiden name.
Sex	F = Female M=Male
Height (HGT)	Express in feet and inches rounding to the nearest inch. Ex: 5'9" Do not use metric.

### Helpful Hints for Obtaining Good Quality Fingerprints

If the person being fingerprinted has dry hands, put a small amount of lotion on the middle of the fingertip and work the lotion into the fingers until absorbed, for approximately two minutes. This will help put moisture back into the fingers and the ink will adhere better. There are several different types of moisturizers to use:

1. Lotions(i.e.,Cornhuskers, Baby, Jergens, Nivea, etc.)
2. Dishwashing liquid(i.e., Palmolive, Joy, Dawn, Ivory Liquid, etc.)

If the person has moist hands, wipe each finger individually with rubbing alcohol or an alcohol swab and let dry before beginning the printing process. This will take some of the moisture out of the fingers and will allow an appropriate amount of ink to adhere to the surface of the fingers.

If the fingers are excessively moist, wipe each finger with a lint-free paper towel or cloth prior to printing.

### Reasons Why Fingerprints Are Rejected

- The card is incomplete.
- The card is folded or bent.
- The fingerprints are not legible.
- Our scanner cannot read the information if there is highlighter on the fingerprint image blocks.
- Our scanner cannot read the information if the fingerprint image bleeds onto the blue line or overlaps the borders of the block.
- There is more than one tab per fingerprint block. It is okay to put on one tab and retake an image if the first print image on a finger was bad. If the second print is also bad, you cannot use a second tab. A new card will have to be completed.
- There is writing in the fingerprint blocks. The only exceptions are amputated (amp) or finger bandaged (END).
- There are staples on the card.
- A "Best Prints Possible" stamp is on the card.
- The prints are not straight up and down on the card.

### Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided with written notification that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making the determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.<sup>2</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for

authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>3</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)