



OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
Fingerprint Records Office
Old Capitol Bldg
PO Box 47200
Olympia, WA 98504-7200
Fingerprint Office: (360) 725-6135
Web site: <http://www.k12.wa.us> – E-mail: oppfp@k12.wa.us

**Fingerprint Background Check Instructions
For Early Learning Professionals Who Have Had Their Fingerprint Background Check Completed
Through DCYF (formerly DEL)**

Starting June 12, 2014, some individuals working in certain early learning settings will no longer have to undergo both the Department Children, Youth, and Family Services (DCYF) (formerly DEL) and the Office of Superintendent of Public Instruction (OSPI) background check.

Senate Bill 6093 allows individuals to meet their background check requirements by providing a copy of their DCYF/DEL background check results to OSPI. This applies to early learning professionals requiring background checks who work in:

- School districts
- Educational service districts
- The State Center for Childhood Deafness and Hearing Loss
- The state School for the Blind
- Contractors of the above entities that hire employees

Please note that the DCYF/DEL background check must have included a fingerprint background check through both the Washington State Patrol (WSP) and Federal Bureau of Investigations (FBI) within the last 2 years.

Individuals wishing to use their DCYF/DEL background check to suffice for their OSPI check must request copies of their background check results from DCYF and then send a copy of those results to OSPI.

To request your DCYF/ DEL background check results, complete a DCYF Background Check Request form. This form may be downloaded at:

https://www.dcyf.wa.gov/sites/default/files/pdf/Request_for_Background_Check_Results.pdf

DCYF will mail two copies of the background check results to you. One will be in a sealed envelope. You will need to mail the copy in the sealed envelope to the OSPI Fingerprint Records Office located at:

Office of Superintendent of Public Instruction
Attention: Fingerprint Records Office
Old Capitol Building
PO Box 47200
Olympia, WA 98501-7200

Unfortunately, federal law does not allow our two agencies to share background results directly but does allow individuals to share their background results with other state agencies. This is why OSPI cannot get the results directly from DEL (now DCYF) and why you are required to send OSPI the results.