



SEATTLE NATIVITY SCHOOL

Fingerprint/Background Check Instructions

Process for completing fingerprint and background check:

1. Go to psed.org, and schedule time to get fingerprint/background check done—closest PSED is ESD 121 in Renton.
 - a. To schedule, go to psed.org, select “Programs & Services” from the top of the page and “Fingerprinting” from the drop down. Scroll to the bottom of the page and select “Make your reservation.”
2. Go to appointment with a valid form of state approved identification. ESD will send fingerprints to OSPI where the results will be shared with Nativity administration.
3. The fee for the prints is \$83.75. Please keep your receipt and submit it to be reimbursed.
4. Principal can look results of fingerprinting up on eds.ospi.k12.wa.us after 10 business days.
5. Fingerprint/background check must be redone every two years.