



# DIRECTIONS FOR COMPLETING FINGERPRINT CARDS

## *Private Schools NCPA – VCA Public Law 105-251*

Note: Picture identification is necessary when you go to be fingerprinted. This form is for reference only. Do not complete.

APPLICANT  
\* See Privacy Act Notice at Back  
FD-258 (Rev. 11-1-20) 1110-0046

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

LAST NAME NAM FIRST NAME MIDDLE NAME

1

2 ALIASES AKA

OR I

3

4 ID920170Z  
DEPT OF EDUCATION  
BOISE, ID

5 DATE OF BIRTH DOB  
Month Day Year

6 RESIDENCE OF PERSON FINGERPRINTED

7 CITIZENSHIP CTZ

8 SEX 9 RACE 10 HGT. 11 WGT. 12 EYES 13 HAIR 14 PLACE OF BIRTH POB

15 YOUR NO. OCA

16

17 UNIVERSAL CONTROL NO. UCN

18

19 ARMED FORCES NO. MNU

20 SOCIAL SECURITY NO. SOC

21 REASON FINGERPRINTED: NCPA - VCA Public Law 105-251

22 MISCELLANEOUS NO. MNU

LEAVE BLANK

CLASS \_\_\_\_\_

REF \_\_\_\_\_

For Employment  Dist # \_\_\_\_\_  
For Certification  Volunteer

For Certified Position?  
Yes  No

DIRECTIONS: Take the fingerprint card and Fingerprint Card Verification Form to a sworn law enforcement officer or other trained personnel (police or sheriff's department, school district office, etc.) for a full set of your fingerprints to be rolled. Only digital prints from an Idaho school district or university, with a scanner tied to the SDE, will be accepted. We will also accept digital prints that have been printed on SDE fingerprint cards and submitted to SDE for processing.

IMPORTANT: Submit fingerprint card with the completed *Fingerprint Card Verification Form*, *Background Investigation Check (BIC) Form*, and *Criminal History Record Checks Waiver Agreement*. Fingerprint cards received without the *Fingerprint Card Verification Form* will be rejected and a new packet will be required. Fingerprint cards with item #2 or #15 incorrectly completed or incomplete will be rejected and a new fingerprint packet will be required.

For the following, please type or print in black ink.

1. Full legal Name: List Last name, first name, middle name, and suffix if applicable.
2. Signature: Sign your **legal name**. Fingerprint cards submitted without your signature will be rejected and a new fingerprint packet will be required.
3. Aliases (AKA): Please provide any aliases, including maiden names or other previous names.
4. ORI: **DO NOT ALTER**.
5. Date of Birth: Use numbers only.
6. Residence: List your mailing address including city, state, and ZIP code.
7. Citizenship: List United States (US) or other country abbreviation.

8. Sex: Use only one character (M or F).
9. Race: W for White or Hispanic, B for Black, A for Asian, I for American Indian.
10. Height: Enter as **feet and inches**.
11. Weight: Enter in **pounds**.
12. Eyes: Use three letters. BLU for Blue; BRO for Brown; HAZ for Hazel; GRN for Green; GRY for Gray; BLK for Black.
13. Hair: Use three letters. BLK for Black, BLN for Blond, BRO for Brown, GRY for Gray, RED for Red, WHT for White, XXX for Bald.
14. Place of birth: List State if within U.S., otherwise country.
15. Date and signature of official taking fingerprints: The authorized fingerprinter taking your prints must sign here. Fingerprint packets with a discrepancy between the date and signature on the *Fingerprint Card Verification Form* will be rejected and a new fingerprint packet will be required.
16. OCA: Leave blank.
17. List District or Charter name and address; If for certification only, leave blank.
18. FBI: Leave blank.
19. Armed Forces Number: Leave blank.
20. Social Security Number: Enter full social security number.
21. Reason Fingerprinted:
  - a. If applying for an Idaho Educator Certificate/Credential, mark box "For Certification."
  - b. If applying to work in an Idaho School District or Charter, mark box "For Employment" and indicate which district or charter by entering the Local Education Agency (LEA) number.
  - c. If applying to work in an Idaho School District or Charter **and** applying for an Idaho Educator Certificate/Credential, mark boxes "For Employment" and "For Certification" and indicate which district or charter by entering the LEA number.
22. If volunteering at an Idaho School District or Charter, mark box "Volunteer" and indicate which district or charter by entering the Local Education Agency (LEA) number MNU: Leave Blank.

If you are applying for certification, do not submit the fingerprint packet before your certification application. Please either send the fingerprint card, forms, and fee together with your certification application packet or send after you have submitted your certification application.

When mailing, do not fold the fingerprint card. Return the card with the completed forms and a check or money order (do not send cash) for \$28.25 for certification or employment. The fee for a volunteer background investigation check is \$26.25. Make your check or money order Payable to the State Department of Education for the exact amount and mail to:

State Department of Education  
Attn: Teacher Certification/Background Records Office  
P.O. Box 83720  
Boise, ID 83720-0027