



Education Standards and Practices Board

2718 Gateway Avenue, Suite 204
Bismarck, ND 58503-0585
(701) 328-9641
(701) 328-9647 fax
<http://www.nd.gov/espb>

Fingerprinting Instructions

(May 2016)

1. The fingerprinting process can be conducted at a sheriff's office, a police department, by campus police, or by an agency authorized to take fingerprints. **Two** cards must be completed with a ten-finger check and should not be folded, bent, or altered in any way. **Every space on the top section of the fingerprint cards marked with an asterisk (*) must be filled in** (see attached **Example**).

The fingerprinting agency may request the **ORI**, which is **ND92011OZ**, and **Reason Fingerprinted**, which is **Teacher Licensure in accordance with NDCC 15.13-14**.

If your fingerprinting is processed and transmitted electronically in North Dakota, you will only receive one fingerprint card and a Fingerprint Acknowledgement Form from the fingerprint agent. The card must not be folded, bent, or altered in any way. **Every space on the top section of the fingerprint card marked with an asterisk (*) must be filled in** (see attached **Example**).

The fingerprinting agency may request the **ORI**, which is **ND92011OZ**, and **Reason Fingerprinted**, which is **Teacher Licensure in accordance with NDCC 15.13-14**.

2. Complete, sign, and date 2 copies of the attached Personal Authorization for Criminal Record Inquiry form.
3. Obtain a **money order** in the amount of \$44.50 **made payable to ESPB**.
4. Mail the following items to ESPB at 2718 Gateway Avenue, Suite 204, Bismarck ND 58503-0585:
 - ☞ 2 fingerprint cards **OR** 1 fingerprint card and Fingerprint Acknowledgement Form (if your fingerprints are transmitted electronically by a law enforcement center in North Dakota)
 - ☞ 2 Personal Authorization for Criminal Record Inquiry forms
 - ☞ A money order for \$44.50 made payable to ESPB
5. You are responsible for any fees charged by the fingerprinting agent and any mailing fees.
6. You will receive an email from espbnndteach@nd.gov once your background check has been completed. **Please keep the confirmation email for your records since it will be the only confirmation you will receive regarding the results of your background check.**

The BCI and FBI check may take six weeks or more for processing. Please allow sufficient time for the fingerprint check and completion of the licensure process before applying for any teaching position. **North Dakota law requires a current North Dakota teaching license for employment.**

Never go into a classroom to teach without a current North Dakota license. There is a \$50 a day fine, which you are responsible to pay, if you are employed as an educator without a license.

Fingerprinting requirement in accordance with NDCC 15.1-13-14 & 67.1-02-02-09. ESPB does not advocate, permit nor practice discrimination on the basis of sex, race, color, national origin, religion, age, or disability as required by various state and federal laws.

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|---|--|---|--|--|--|---------------|--|------------------------|--|--------------------|--|
| APPLICANT <small>* See Privacy Act Notice on Back</small> | | LEAVE BLANK | | TYPE OR PRINT ALL INFORMATION IN BLACK | | | | FBI | | LEAVE BLANK | |
| FD-258 (REV.3-1-10) 1110-0046 | | SIGNATURE OF PERSON FINGERPRINTED * | | LAST NAME NAM * | | FIRST NAME * | | MIDDLE NAME * | | | |
| RESIDENCE OF PERSON FINGERPRINTED * | | ALIASES AKA * | | CITIZENSHIP CTZ * | | SEX * | | RACE * | | HGT. * | |
| DATE * | | SIGNATURE OF OFFICIAL TAKING FINGERPRINTS * | | YOUR NO. OCA | | WGT. * | | EYES * | | HAIR * | |
| EMPLOYER AND ADDRESS | | FBI NO. FBI | | ARMED FORCES NO. MNU | | ED 920110Z | | ED STANDARDS PRACTICES | | BISMARCK, ND | |
| REASON FINGERPRINTED | | SOCIAL SECURITY NO. SOC | | MISCELLANEOUS NO. MNU | | DATE OF BIRTH | | DOB | | PLACE OF BIRTH POB | |
| Teacher licensure in accordance with NDCC 15.13-14 | | | | | | | | | | | |

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|--|--|-------------|--|--------------|--|------------|--|---|--|--|--|
| 1. R. THUMB | | 2. R. INDEX | | 3. R. MIDDLE | | 4. R. RING | | 5. R. LITTLE | | | |
| 6. L. THUMB | | 7. L. INDEX | | 8. L. MIDDLE | | 9. L. RING | | 10. L. LITTLE | | | |
| LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY | | | | L. THUMB | | R. THUMB | | RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY | | | |

Example

