

## ODE Electronic Fingerprint Capture FAQ

Fingerprints captured on or after July 6, 2017 will be done electronically through Fieldprint. This FAQ addresses changes that begin on that date.

Q: How do I find a Fieldprint location?

A: You can visit their website, [www.fieldprintoregon.com](http://www.fieldprintoregon.com), and on the left side of the screen you can click on the “our locations” link. Please do not contact Fieldprint yet directly, as we are still working with them on initial set up of accounts.

Q: I checked my zip code at the Fieldprint website and it is only showing the local sheriff’s office, is that correct?

A: If Fieldprint is only showing results for ink & roll locations such as courthouses or law enforcement offices, then you are probably more than 35 miles from the nearest Fieldprint location. ODE is building an exception list for schools / districts that are more than 35 miles away, but still need everyone to be set up with Fieldprint. An exempted district may still choose to use Fieldprint for their background checks.

Q: What is happening with form 581-2283-M, the triplicate “Fingerprint-Based Criminal History Form”?

A: This form will go away for electronic fingerprints. When the subject individual schedules their appointment on the Fieldprint website, the demographic data and answer to the questions that are currently on the form will be captured. When the subject individual completes their appointment by submitting fingerprints, the data will be electronically sent to ODE. If doing paper prints under an exception, then the form will still be required; however, a notary will no longer be required.

Q: What are the fees for this new service?

A: Fieldprint charges a fee of \$12.50 which can either be paid by the subject individual at the time of scheduling, or can be billed to the school / district. This will be part of the initial conversation that you have with Fieldprint once your account is set up.

ODE will continue to charge \$59 for the background check processing. School Districts will continue to see it deducted from their State School Fund Payment. Other schools, which have currently been paying up front for services, will begin to be billed for fingerprints that are captured on or after July 6, 2017.

Q: Does this change affect all my staff?

A: This change affects any staff that does not require licensing through Teacher Standards and Practices Commission, which has its own fingerprinting requirement. These folks are identified in ORS 342.223 as teachers, administrators, personnel specialists and school nurses.

Q: Your announcement states that the results will be returned more quickly, how is this?

A: Since ODE and OSP will be receiving the data electronically, this new process greatly reduces the amount of data entry that must be completed by staff throughout the process. The remaining paper process is the actual review of the criminal history once returned from OSP and FBI and comparing to the answers that the subject individual provided. In order to ensure fairness, this part of the process cannot be automated.

Q: We want more than one contact with Fieldprint, how do we do that?

A: Currently we are asking for one contact from each school / district for the initial set up. Once the account is established, you will be able to work directly with Fieldprint to add additional users to your account. Users will be able to see all of your subject individuals who have scheduled and completed the fingerprint submission.

Q: Why can't we work with Fieldprint directly?

A: For the initial setup, it is important that ODE coordinate the accounts because we have to ensure that all criminal histories are reported to ODE as required by statute. Once the initial roll out is complete, you will have a more direct relationship with Fieldprint.

Q: How will we know that fingerprints are submitted, how will we know under this process?

A: You will be able to log in and see who has scheduled and completed the fingerprinting process for your school / district.

Q: Who is a "subject individual"?

A: Private Career Schools– Faculty and agents of career school, and individuals who hold position of authority and control in any career school accepting enrollment of persons under the age of 18 & any agents of career schools who will have contact with persons under the age of 18 on behalf of the career school

All others – Any person hired by a school or school district into a position not described in ORS 342.223 & any employee of a contractor who will have direct, unsupervised contact with students as adopted in local board policy. This does not apply to a person that has already been fingerprinted through a school / district and has not lived outside of Oregon.

Q: Will Contractors be given their own accounts with Fieldprint?

A: No. Contractors are not authorized by statute to do fingerprint-based criminal history checks. Schools and Districts are required to do this check on contractors who have direct, unsupervised contact with students. Since this obligation resides with the school / district, it is the school / district which must coordinate with their contractors to meet obligations.

Q: We have our own livescan machine, can we submit fingerprints using that instead of Fieldprint?

A: Because of the need for our system to communicate directly with the system that captures the fingerprints, we are requiring all fingerprints to be captured through Fieldprint at this time.