

Old Capitol Building  
PO Box 47200  
Olympia, WA 98504-7200

k12.wa.us



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**  
Chris Reykdal, Superintendent

## Request for Background Check Results

**This process is for those that have already completed an OSPI fingerprint background check with current results on file.**

**All fields marked with \* must be completed.**

*Calendar Date: Click or tap here to enter text.
*Time of Day: Click or tap here to enter text.
Approximate date fingerprints submitted/completed: Click or tap here to enter text.
*Name: (Last, First) Click or tap here to enter text.
Private/Personal Email Address: (If a private email is not provided, the results will be mailed to the address provided). Click or tap here to enter text.
*Mailing Address: Click or tap here to enter text.
*City, State, Zip: Click or tap here to enter text.
*Date of Birth: Click or tap here to enter text.
Social Security Number: Click or tap here to enter text.
*Height / Weight: Click or tap here to enter text.
*Nature of Request: Click or tap here to enter text.
<b>I WOULD LIKE THE BACKGROUND CHECK INFORMATION SENT BY:</b> (only one box can be checked. If no boxes are checked, the fingerprint office will mail the background check information to the address provided.) <input type="checkbox"/> <b>MAIL</b> to the address listed above <input type="checkbox"/> <b>EMAIL</b> to the address listed above <b>NOTE: Results cannot be mailed or emailed to the applicant's place of employment or college/university.</b>
I am the person identified above. I am requesting a copy of my most recent background check results, including copies of any criminal history rap sheets from the Washington State Patrol and Federal Bureau of Investigations:
<b>*Required: Signature</b> (No electronic signatures are accepted. Must be signed by the applicant):

**Send your completed and signed Request for Background Check Results to:**

Mail: Fingerprint Records, OSPI, PO Box 47200, Olympia, WA 98504  
FAX: 360-725-6250  
Email: oppfp@k12.wa.us