SEATTLE PUBLIC SCHOOLS
SMALL WORKS ROSTER
FINGERPRINTING FORM

CONTRACTOR TO COMPLETE ALL REQUIRED FIELDS

BY APPOINTMENT ONLY ! APPOINTMENTS ONLY AVAILABLE ON THURSDAYS 1-3PM - (EXCLUDING HOLIDAYS).
CALL OR EMAIL IN ADVANCE - CONTACT INFO BELOW.
YOU MUST MAKE APPOINTMENTS AND RECEIVE APPROVAL CONFIRMATION IN ADVANCE
IN ORDER TO BE FINGERPRINTED

Last Name | First Name | M.I.

Date of Birth | Phone Number | Date of Fingerprints

Mailing Address

Gender

Eye Color | Height

E-mail Address | Hair Color | Weight

Company | Project

Signature*

Prior to commencing work, Contractor shall furnish Owner with proof of completion of fingerprinting and criminal background checks.

To schedule your appointment, please contact the District's Safety & Security office by:

- **Phone: 206-252-0707**
- **Email: Security_office@seattleschools.org (Write "Small Works Fingerprinting" in the subject line)**

The District's Safety & Security Office address is 2445 3rd Ave S, Seattle WA 98134.
You must make appointments and receive approval confirmation in advance in order to be fingerprinted. Bring this form, filled out, with you to your appointment.

The cost of scheduled fingerprinting that is performed by/at the District Security Office, in order to fulfill the requirements of a Small Works Roster contract, is covered by the District. Fingerprinting services not scheduled and/or provided by the District's Security Office will be at the Contractor's expense and not reimbursable. Please complete the District provided Fingerprinting Information Form above and have **Government issued** identification ready at time of fingerprinting. Your fingerprints will be sent to the FBI. If you believe the results from the FBI are incomplete or inaccurate, you have a right to challenge the accuracy of the information contained in the FBI identification record.

For District Use Only Cost Center E27220000E 7050 Purchasing

PLEASE HAVE GOVERNMENT ISSUED IDENTIFICATION READY

Last edited 4/5/2023