



**HIGHLINE PUBLIC SCHOOLS  
HUMAN RESOURCES DEPARTMENT**

**CRIMINAL HISTORY BACKGROUND CHECK - FINGERPRINTS**

In accordance with ESHB 2518 passed by the 1992 Washington State Legislature, school district employees are required by State law to be fingerprinted for use in a criminal history background check. Please bring this completed form to the Human Resources Department so that you can pick up the necessary paperwork to be fingerprinted as soon as possible. Until such a check is completed, you are being employed on a conditional basis pending clearance.

I understand that I am required by State law to be fingerprinted by the Highline Public Schools for the purpose of a criminal history background check with the Washington State Patrol and the Federal Bureau of Investigation.

Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_  
Last Name First Name MI

Address: \_\_\_\_\_  
Street City State Zip

Position: \_\_\_\_\_ Location: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Race: \_\_\_\_\_ Last 4 of SS#: \_\_\_\_\_

**PLEASE CHECK ONE OF THE FOLLOWING:**

☐ I have been fingerprinted within the last two years.

District: \_\_\_\_\_ ☐ University/College ☐ Certification

Employees who have not been fingerprinted:

☐ I understand that \$55 will be deducted from my paycheck.

Substitutes who have not been fingerprinted:

☐ I understand that I need to pay \$55 in cash or check.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signed

**HUMAN RESOURCES USE ONLY**

HR Dept FP verified & entered: \_\_\_\_\_ Date: \_\_\_\_\_

Payroll Deduction entered: \_\_\_\_\_ Date: \_\_\_\_\_