Fingerprinting Instructions

Teacher Certification –Alaska Department of Education and Early Development

The Teacher Education & Certification Office, in accordance with 4 AAC 12.010(B)(4) and AS 14.20.020(F) requires one completed fingerprint card and background check fees for Initial, Professional, Master, Regular, and Student Teaching applicants who have not yet been fingerprinted under our statutes. Alaska also requires one completed fingerprint card and background check fees from renewal applicants not employed by an Alaska public school district in a position that requires Alaska certification at the time of renewal. The fingerprint card is used to generate a criminal history report by the Alaska Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI).

CRIMINAL HISTORY REPORTS

The criminal history report will be used as one part of the background check required for Alaska certification. The Teacher Education & Certification Office cannot accept criminal history reports completed by other entities, including other states and countries. For the purpose of certification in Alaska, criminal history reports must be generated by the Alaska Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI).

If there is an error on your criminal history report, you may request the Alaska Department of Public Safety (DPS) correct the information. To begin the correction process, you must complete and submit a Request to Correct Criminal Justice Information form. If the information believed to be inaccurate or incomplete in your criminal history was, or will be used to deny a right or privilege, the Department of Public Safety (DPS) has 5 days to respond to the request or to forward it to the agency responsible for maintaining the requested criminal history information. If you have documentation on your criminal case, please be prepared to provide a copy at the time you request a correction to your record. It may help to expedite your request. One of the most common correction requests is to locate missing disposition information. More information concerning criminal history reports can be located on the DPS website (http://www.dps.state.ak.us/Statewide/background/default.aspx).

FINGERPRINTING INFORMATION

One fingerprint card is required– for a state background check with the Department of Public Safety (DPS) and a federal background check with the FBI.

An applicant fingerprint card, not a criminal fingerprint card must be submitted. The applicant fingerprint card must possess the code FD-258 and may be supplied by the Teacher Certification Office or any fingerprinting agency that can supply the correct applicant card.

It is required that the fingerprint technician who rolls the prints sign and fully date the fingerprint card in the appropriate sections on the card. If an error is made by the technician requiring impressions to be re-rolled, a new card must be prepared. If an acceptable AAFIS re-tab is used instead, the limit is one tab per finger and no more than two re-tabs per fingerprint card.

The Alaska automated fingerprint identification system (AAFIS) will not accept fingerprint cards that have prints taped or stapled to the original card.

FINGERPRINT IMPRESSION BLOCKS

It is very important that care be taken to roll the fingers from nail to nail when taking the individual finger impressions. This will help ensure legibility. Roll the prints in the correct sequence (note left to right hand designations in the finger blocks) and obtain simultaneous ‘plain’ impressions. Indicate the amputated fingers or fingers missing at birth.

All information is essential. Read the back of the fingerprint card for additional instructions. Using care in preparing fingerprint cards will save much time and avoid rejected fingerprints. Double-check your work! **Is the fingerprint card completely filled out and are the fingerprints legible?**

FINGERPRINT CARD

If you are not currently under contract in a certified position with an Alaska public school district, you must submit one (1) completed standard FBI applicant fingerprint card (Form FD-258) in place of the Employment Verification. Clearance may take up to 4 months. Fingerprint cards are not available to download from the website. If available, you may use an FBI applicant fingerprint card (Form FD-258) obtained from your local police station or other agency certified to roll fingerprints.

More information about the fingerprint card requirement can be found on the Teacher Certification webpage (https://education.alaska.gov/TeacherCertification/fingerprints.html).

COMPLETING APPLICANT DESCRIPTIVE DATA

All descriptive data must be typed or printed in black ink.

Name (NAM): Enter your complete name – last name, first name, and middle name. If no middle name, print NMN. Suffix denoting seniority (JR, SR, II, etc.) Should follow the last name.

Aliases (AKA): List other names used that are different than the name entered in the name block. List the signature name as an 'aka' if different than the name that appears in the name block. Maiden names and all previous married names of females should be entered in the 'aka' field.

Ori: If the 'ORI' block is not pre-printed, enter "AKA ST 0100, DPS, Anchorage, AK" in this space.

Date of birth (DOB): Enter your date of birth in mm/dd/yy format. If the 'DOB' block is left blank, the card will be returned without being processed. The FBI requires this block be entered.

Citizenship (CTZ): Enter the correct country abbreviation.

Sex: Sex must be indicated with an 'F' (female), or 'M' (male).

Race: Race must be indicated by one of the following alphabetic characters

- **A** – Asian, Pacific Islander, Chinese, Japanese, Polynesian, Korean, or Vietnamese
- **B** – Black
- **I** – American Indian, Alaska Native, Eskimo
- **W** – White, Mexican, Latin, Puerto Rican, Cuban, Central/South American, other Spanish cultures
- **U** – Unknown

Height (HGT): height must be expressed in feet and inches. Fractions of an inch should be rounded to the nearest inch.

Weight (WGT): weight must be expressed in pounds. Fractions of a pound should be rounded to the nearest pound.

Eye color (EYES): Indicate eye color by one of the following three-character codes:

BLK – black	**BLU** – blue	**GRN** – green
BRO – brown	**GRY** – gray	**HAZ** – hazel

Hair color (HAIR): Indicate hair color by one of the following three-character codes:

BAL – bald	**BLK** – black	**BLN** – blonde	**SDY** – sandy
BRO – brown	**GRY** – gray	**RED** – red	**WHI** – white

Place of birth (POB): List the state, territorial possession, province (Canadian), or country of birth. Use the correct abbreviation for foreign countries or correctly spell the name of the country. Do not list a county as a place of birth.

Social security number (SOC): List the applicant's social security number.

Miscellaneous number (MNU): Leave this block blank.

Date: Enter the date the fingerprints were rolled as mm/dd/yy

Employer and address: If this block is not pre-printed, leave it blank.

Reason fingerprinted: If this block is not pre-printed, leave it blank.

Signature of official taking fingerprints: The technician who rolled the fingerprints must sign here.

Signature of person fingerprinted: The applicant must sign this block.

Residence of person fingerprinted: Enter the applicant's residential address, including street address, city, state, and zip code.

ADDITIONAL REQUIREMENTS

In order to assure that fingerprint cards are processed in a timely manner and not rejected by DPS or the FBI. Please be sure:

- **Hand written, descriptive information is clear and legible. Illegible applicant descriptive information will result in a fingerprint card rejection.**
- **You have not used any highlighter pens in any area of the fingerprint card.**
- **You use FBI applicant fingerprint card (FD-258)**
- **There are no fingerprints rolled on the back of the card.**
- **You have not written information in the 'leave blank' sections of the fingerprint card.**