



Oregon

John A. Kitzhaber, MD, Governor

STATE BOARD OF LICENSED SOCIAL WORKERS

3218 Pringle Road S.E., Suite #240

Salem, OR 97302-6310

(503) 378.5735

(866) 355.7050

Fax (503) 373.1427

oregon.bls@state.or.us

http://www.oregon.gov/blsw

FINGERPRINT ID FORM & INSTRUCTIONS

The Oregon State Board of Licensed Social Workers (BOARD) is the health regulatory agency responsible for licensing, regulating & disciplining regulated social workers in Oregon, & is governed by Oregon Revised Statute (ORS) Chapters 675 & 676, as well as Oregon Administrative Rule(s) (OAR) Chapter 877, respectfully.

The Board requires a criminal background fingerprint check on all applicants for licensure & certification, pursuant to OAR Chapter 877, Division 22. The criminal background check is conducted through the Oregon State Police by the submission of legible fingerprints from applicants.

INSTRUCTIONS FOR APPLICANT:

1. Your fingerprints can be taken at any facility that offers this service, such as the state police, any sheriff's department or any public fingerprinting agency.

PLEASE BE PREPARED THAT MOST AGENCIES CHARGE AN ADDITIONAL FEE FOR PROVIDING FINGERPRINT SERVICES, WHICH IS AN ADDITIONAL COST TO THE \$50.00 THE BOARD REQUIRES FOR PROCESSING FINGERPRINTS & OBTAINING THE RESULTS.

2. You will need to take this ID form, the LIVE SCAN TRANSMISSION form & an envelope addressed to the Board to the facility where your fingerprints will be taken, unless you downloaded this form from the Board's website.
3. Once your fingerprints have been obtained, insert this completed ID form & the fingerprint card (ONLY IF YOU DIDN'T DO LIVE SCAN) into the envelope. **PLEASE INSTRUCT THE PERSON WHO OBTAINED YOUR FINGERPRINTS TO SEAL & SIGN THE BACK OF THE ENVELOPE.**

4. Please mail your completed fingerprint packet to the following:

**OREGON BOARD OF LICENSED SOCIAL WORKERS
3218 PRINGLE ROAD S., SUITE #240
SALEM, OR 97302-6310**

INSTRUCTIONS FOR FINGERPRINTING OFFICIAL:

1. Please use an original FD-258 Form to obtain the applicant's fingerprints. If you do not have this form, the applicant will need to request the fingerprint packet from the Board office. You may use the LIVE SCAN TRANSMISSION FORM if this service is available.
2. Please verify the applicant's identity through government issued photo identification & complete the bottom portion of this form.
3. After the applicant has placed the necessary information into the envelope, please seal & sign the back of the envelope & return the envelope to the applicant. The applicant will submit the packet to the Board office.

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|---|---------|
| NAME OF APPLICANT: | |
| STATE OF APPLICANT'S PHOTO ID: | NUMBER: |
| PRINT NAME OF OFFICIAL OBTAINING FINGERPRINTS | |
| NAME OF AGENCY: | |
| AGENCY | |
| ☎: | |

Thank you for your assistance with this procedural requirement!

QUESTIONS?

- ◆ PLEASE VISIT OUR WEBSITE AT WWW.OREGON.GOV/BLSW
- ◆ CALL THE BOARD OFFICE: (503) 378.5735
- ◆ EMAIL QUESTIONS TO: oregon.bls@state.or.us



REQUEST FOR TRANSMISSION OF LIVE SCAN FINGERPRINTS

INFORMATION FOR LIVE SCAN OPERATOR: PLEASE NOTE: TRANSMITTING AGENCY WILL NOT BE CHARGED OR BILLED FOR THIS BACKGROUND CHECK

Requesting Agency ORI: OR024BCSW Requesting Agency BILLING CODE: BLSW

Reason Fingerprinted: LICENSE / CERTIFICATION / PERMIT OCA: _____

TOT (Type of Transaction): NFUF Retained: N

To properly transmit the fingerprint card, the Applicant's information shown below must be entered into the Live Scan prior to sending

REQUESTING AGENCY INFORMATION: Agency Name: STATE BOARD OF LICENSED SOCIAL WORKERS

Contact Person: KIMBERLY SOMMER, Licensing Manager

Contact Info: ☎ (503) 373-1161 ✉: Kimberly.Sommer@state.or.us

APPLICANT INFORMATION: (PLEASE PRINT)

APPLICANT NAME: _____
(Last) (First) (Middle)

ALIAS OR MAIDEN: _____
(Last) (First) (Middle)

ADDITIONAL ALIAS: _____
(Last) (First) (Middle)

DATE OF BIRTH: _____ **SEX:** Male Female **HEIGHT:** _____ **WEIGHT:** _____
(Feet) (Inches)

RACE: Asian or Pacific Islander Black/African-American American Indian / Alaska Native White / Hispanic

EYE COLOR: BLK BLU BRO GRY GRN HAZ XXX (Unknown)

HAIR COLOR: BLK BLN BRO GRY SDY WHT RED/AUBURN XXX (Bald/Unk)

PLACE OF BIRTH: _____ (If born in the USA, enter the State; if outside USA, enter the Country)

SOCIAL SECURITY NUMBER: _____
(The identification process will benefit from this information. However, it is not required that the SSN be provided)

THIS FORM IS TO BE RETAINED BY THE APPLICANT FOR FUTURE REFERENCE

Live Scan Transaction Completed By: _____
Name of Operator

Transmitting Agency: _____
Name of Transmitting Agency

Transmission Date: _____ **Time:** _____ **Telephone:** _____

PUBLIC FINGERPRINTING ~ LIVE SCAN AGENCIES

ALWAYS CALL THE AGENCY TO VERIFY HOURS AND COSTS

THE FOLLOWING IS A LIST OF LAW ENFORCEMENT AGENCIES THAT OFFER LIVE SCAN; HOWEVER, YOU MAY GO TO ANY LOCATION THAT OFFERS FINGERPRINTING. CHECK THE YELLOW PAGES UNDER "FINGERPRINTING," BUT CALL THE AGENCY TO SEE IF AN APPOINTMENT IS NEEDED.

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| <p>CLATSOP COUNTY SHERIFF'S OFFICE (503) 325.8641 636 Duane Street Astoria, OR 97105</p> | <p>MORROW COUNTY COURT (541) 676.5317 Irrigon Justice Court Building 205 SE Third Street Irrigon, OR 97844</p> |
| <p>COLUMBIA COUNTY JAIL (503) 366.4611 901 Port Avenue St. Helens, OR 97051</p> | <p>PORTLAND POLICE BUREAU (503) 823.0721 1111SW 2ND, Room #1250 Portland, OR 97204</p> |
| <p>CROOK COUNTY SHERIFF'S OFFICE (541) 447.6398 308 NE 2nd Avenue Prineville, OR 97754</p> | <p>SEASIDE POLICE DEPARTMENT (503) 738.6311 1090 S. Holladay Drive Seaside, OR 97138</p> |
| <p>DOUGLAS COUNTY JAIL (541) 440.4440 1036 SE Douglas Avenue Roseburg, OR 97470</p> | <p>INDEPENDENCE POLICE DEPARTMENT (503) 838.1214 240 Monmouth Street Independence, OR 97351</p> |
| <p>JEFFERSON COUNTY JAIL (541) 475.2869 675 NW Cherry Lane Madras, OR 97741</p> | <p>HERMISTON POLICE DEPARTMENT (541) 567.5519 330 South 1st Street Hermiston, OR 97838</p> |
| <p>FLORENCE POLICE DEPARTMENT (541) 997.3515 900 Greenwood Street Florence, OR 97439</p> | <p>UNION COUNTY JAIL (541) 963.1017 1109 K Avenue La Grande, OR 97850</p> |
| <p>COTTAGE GROVE POLICE DEPARTMENT (541) 942.9145 400 E. Main Street Cottage Grove, OR 97424</p> | <p>WASCO COUNTY CIVIL (541) 506.2580 511 Washington Street, Suite #102 The Dalles, OR 97058</p> |
| <p>LINCOLN COUNTY CIVIL (541) 265.4923 225 West Olive Street Newport, OR 97365</p> | <p>YAMHILL COUNTY JAIL (503) 472.9371 535 East 5th Street McMinnville, OR 97128</p> |