



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.blsw@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.

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.blsw@state.or.us