



Fire Certification Program Fingerprinting Frequently Asked Questions

On December 29, 2014 Oregon Administrative Rules (OAR) were updated to reflect fingerprinting requirements for the purpose of certification. The following information pertains to the Oregon fire service fingerprinting process.

Program staff can be reached to answer any additional questions.

Q: Why does DPSST require fingerprinting?

A: Current statute and administrative rule prohibits fire service professionals who have been convicted of certain crimes from holding NFPA or Oregon-specific fire service certifications in the state. (Please refer to OAR 259-009-0070 for a complete list of mandatory and discretionary crimes.) This prohibition applies to Oregon convictions as well as convictions in another state of a crime that, if committed in this state, would constitute a disqualifying crime. In order to ensure that applicants for fire service certification have not been convicted of disqualifying crimes, DPSST must conduct a state and national criminal background check.

Q: When are fingerprints required?

A: Individuals applying for DPSST fire service certification after December 29, 2014 who have never been fingerprinted for certification purposes or who are identified in the Law Enforcement Data System (LEDS) as having out of state criminal history will be required to submit fingerprints to DPSST.

Q: Does this requirement apply to both career and volunteer fire service professionals?

A: Yes. The fingerprinting requirement is related to an application for certification, not the level of affiliation.

Q: What if I currently hold certifications but have never been fingerprinted? Will I be required to be fingerprinted?

A: No, unless an application for a new fire service certification is submitted.

Q: I was previously fingerprinted by my employer, another State Agency (such as EMS), when I got my Concealed Handgun license, etc. Do I have to be fingerprinted again?

A: Yes. Unfortunately, due to privacy laws, fingerprints are not retained by the Oregon State Police (OSP) or the Federal Bureau of Investigation (FBI) so the previous prints have most likely been destroyed. The only way to run a criminal background check is to physically submit another set of fingerprints.

Q: How will I know if I need to be fingerprinted?

A: Upon discovery that an applicant for a new fire service certification has never been printed for certification purposes or the person is identified as potentially having criminal convictions outside of the state of Oregon, the DPSST Fire Certification Program will send fire agencies a letter confirming that fingerprints are required. DPSST will also send the agency a fingerprint card and a self-addressed return envelope.

Q: If I am applying for multiple levels of certification am I required to submit multiple fingerprint cards/fees?

A: No. Only one set of fingerprints is needed.

Q: What are my options to complete the fingerprint requirement once I have been notified I need to be printed?

A: There are currently three options available for you get printed:

Option One - Traditional ink fingerprinting

Submit a completed ink fingerprint packet supplied by the department. A fingerprint packet must include a pre-printed FBI fingerprint card and an Affidavit of Person Rolling Fingerprints completed by the person rolling the fingerprints.

Option Two - LiveScan fingerprinting

Submit a LiveScan fingerprint packet supplied by the department. LiveScan is an inkless electronic fingerprinting method where fingerprints are scanned and saved as a digital image. When done properly, LiveScan can have a greater success rate than the traditional ink method. However, LiveScan is not available in all areas. The LiveScan fingerprint packet must include a pre-printed FBI fingerprint card and an Affidavit of Person Rolling Fingerprints completed by the person scanning the fingerprints.

Option Three - Electronic fingerprinting via Fieldprint

Submit Electronic Fingerprints via Fieldprint, Inc (Fieldprint). Fieldprint provides all aspects of the fingerprinting process from electronic collection to sending the collected fingerprints to OSP/FBI for processing - eliminating the need for submission of a fingerprint card and Affidavit of Person Rolling Fingerprints form. In addition, Fieldprint offers nationwide fingerprinting services within a reasonable distance from any location. Please visit: www.fieldprintoregon.com for more information and to schedule an appointment.

You will need to use the following Fieldprint code when scheduling your appointment:

FPORDPSFireCertDAS

IMPORTANT INFORMATION - PLEASE NOTE:

1. Be sure to enter the correct Fieldprint code (listed above) when scheduling your appointment. Entry of an incorrect code will result in the rejection of your prints and you will be required to reschedule and repeat the fingerprint process, which will include repayment of the electronic fingerprint fee charged by Fieldprint; and
2. Once you have completed the process of scheduling an appointment with Fieldprint, you will be provided with a Confirmation Page which you can print for your records.

Q: Where can I get fingerprinted?

A: Fingerprinting services are available through most state and county law enforcement departments and can often be found under "fingerprinting" in the yellow pages or by doing an Internet search. Many fingerprint rolling service providers require you to make an appointment so please with the facility.

Electronic fingerprint services are also available through Fieldprint. You will need to schedule an appointment by visiting: www.fieldprintoregon.com

Please note: Applicants are encouraged to have their fingerprints completed by public safety personnel trained to roll or scan fingerprints, or a person who is employed and trained by a private business that provides fingerprinting services. If fingerprints are rolled or scanned incorrectly they may be rejected by OSP or the FBI, which would require the submission of additional fingerprints and may require additional fees to the fingerprinting facility.

Q: What is the cost associated with fingerprinting?

A: The fingerprinting fee for certification is \$40.00. This fingerprint criminal history check fee is assessed to recover the actual costs charged to DPSST for administering the fingerprint check through the OSP and FBI. Fingerprint rolling fees may also be charged by the facility in which you have chosen to have your fingerprints taken. This fingerprinting fee is separate from the fees charged by DPPST and shall be paid directly to the fingerprinting facility for providing fingerprint services. Fees for ink or LiveScan fingerprinting services through these facilities vary. DPSST utilizes Fieldprint, Inc. (Fieldprint) to provide electronic fingerprint capture services. Fieldprint offers services nationwide and the current fingerprint scanning fee is \$12.50 per print.

Q: How do I pay the fingerprinting fee?

A: The fee can be included with the fingerprint card and returned to DPSST. Because DPSST is billed for all fingerprints submitted, checks or money orders can be made out to DPSST. We also accept VISA and MasterCard. To pay with a credit card, please fill out this form then fax it to the secure fax number provided on the form: [CreditCardAuthorizationForm.pdf](#)

If no fee is included with the submitted fingerprints, you will receive an invoice in the mail for the unpaid fingerprint fee. Invoices may be paid by sending a check or money order or by filling out the credit card form.

Q: What do I need to take with me to the fingerprinting facility?

- *For ink or LiveScan print submission: When you go to the fingerprinting facility that you have chosen, you will be required to bring and show at least one form of picture identification (ID), such as a driver's license,*

military ID card or passport. In addition, you should take the fingerprint packet supplied to you by DPPST, which includes:

- *One original Federal Bureau of Investigation fingerprint card*
- *An Affidavit of Person Rolling Fingerprints form*
- *For electronic fingerprints through Fieldprint, Inc.: When you go to the Fieldprint location in which you have scheduled an appointment to have your fingerprints taken, you will be required to bring and show your confirmation page and two (2) forms of ID. At least one piece of identification must be a photo ID, such as a driver's license, military ID card or passport.*

Q: What is the deadline for getting my fingerprints submitted?

A: Applicants have 90 days after their fingerprint request packet is sent to the agency to submit their fingerprints before their application for certification is rejected.

Q: Can I have electronic fingerprint capture done from out of state?

A: Yes, Fieldprint, Inc. has locations in all 50 states, the District of Columbia and Puerto Rico.

Q: Where does Fieldprint provide fingerprinting services?

A: Fieldprint has subcontracted with local businesses (aka Fieldprint vendors) to do the fingerprinting. These businesses range from fulltime fingerprint technicians to packaging and shipping businesses that do electronic fingerprinting as a side business. Nonprofit organizations and even some public entities may also serve as Fieldprint vendors. Fieldprint is a national corporation, able to provide services to DPSST nationwide.

Q: How can I contact Fieldprint if I have questions?

A: Phone: 888-472-8918

E-mail: customerservice@fieldprint.com

Website: <http://www.fieldprint.com/contact/>

Q: What happens once my fingerprints and fees are submitted to DPSST?

A: *DPSST forwards the fingerprint card to OSP to run a statewide and national (FBI) criminal history check. The results are sent to DPSST and the fingerprints destroyed by the State Police. Once received, DPSST will review the applicant's criminal history, if any, and make a certification eligibility determination. If an individual is unable to be certified due to a criminal conviction, the agency will be notified. *Criminal history (fingerprint) results requested for the purposes of certification are not shared with employers, law enforcement agencies, etc.*

Q: Is there a possibility that OSP/FBI will reject the submitted fingerprints as “unreadable” and what can fire service agencies do to prevent rejected prints?

A: *There are several reasons that OSP may determine prints are unreadable, such as smudged prints, too much ink, etc. In these cases, OSP/FBI will send the rejected prints back to DPSST with an Applicant Fingerprint Rejection Form detailing the reasons for rejection. DPSST will then forward that information to the fire service agency along with a new fingerprint packet and fingerprint rejection letter with further instructions on how to resubmit prints. If the fingerprint technician charged a fee for rolling and the prints are rejected, some technicians may roll the second set for free. Bring the technician the original rejected card along with the Applicant Fingerprint Rejection Form. In order to prevent rejected prints, DPSST highly recommends that fire service agencies work with local law enforcement agencies and sheriff's offices to get individual's prints rolled.*

Q: When will I receive a DPSST certification after I am fingerprinted?

A: *Once the fingerprint results are obtained from the OSP and FBI. DPSST will continue to process applications on the regular cycle (every two weeks).*

Q: Do I need to be printed prior to my maintenance recertification?

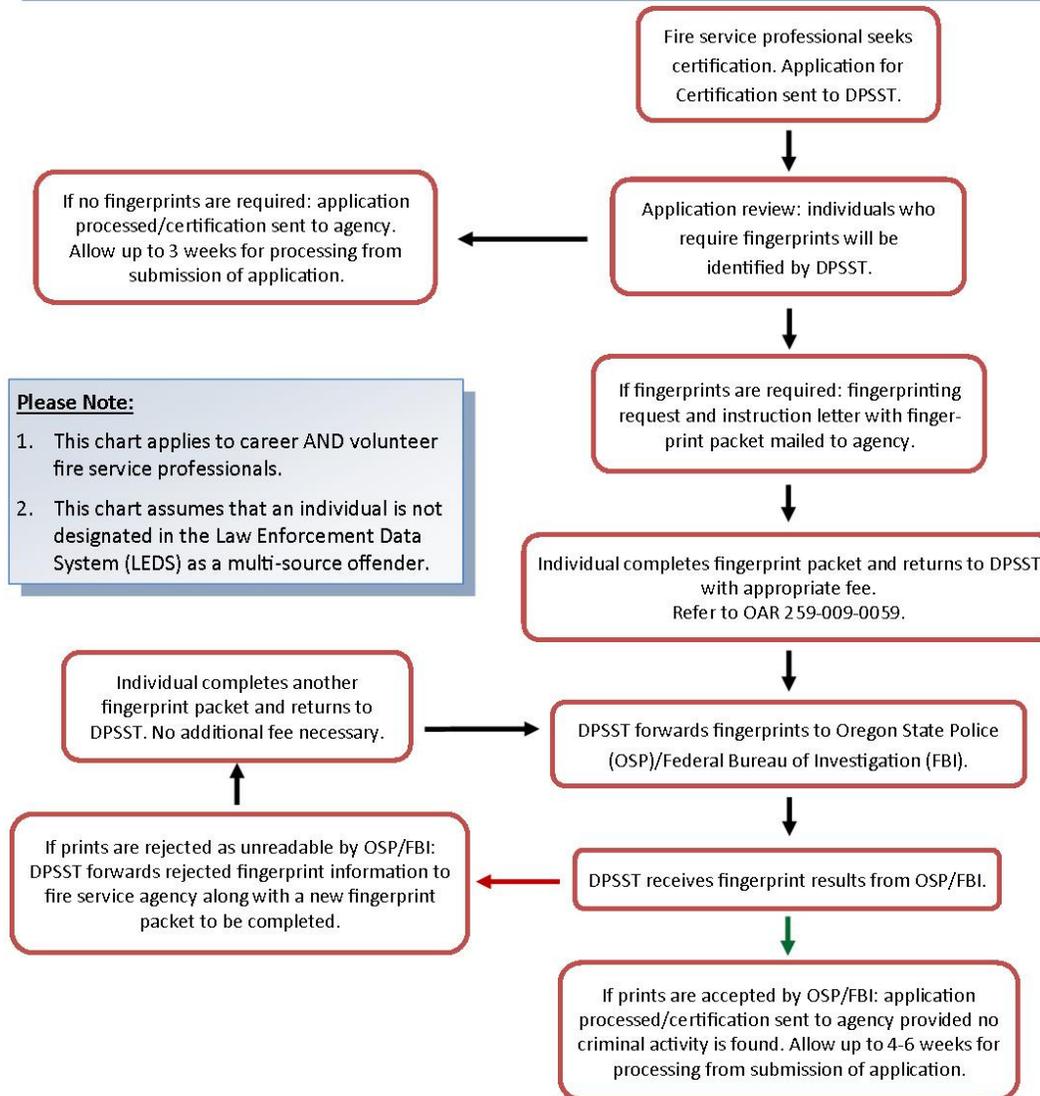
A: *No. The fingerprint requirement applies to applicants for new certification only.*

Note to reader: Some fire service agencies have expressed interest in fingerprinting all of their fire service personnel and keeping the fingerprints on file until DPSST requests them. Unfortunately, the Privacy Laws prohibit the storing of completed fingerprint cards. Individuals should not be fingerprinted until a request is made by DPSST.

Department of Public Safety Standards and Training Fire Certification Fingerprint Process Flow Chart

Revised 3/15

All Applicants seeking fire service certification after December 31, 2014 who have never been fingerprinted for DPSST certification purposes OR who are identified in the Law Enforcement Data System (LEDS) as having criminal convictions in a state other than Oregon (multi-source offender) are required to submit prints (refer to OAR 259-009-0059). Once the individual has been fingerprinted, individuals WILL NOT be required to be fingerprinted again unless they show as a multi-source offender in LEDS. For more information, please refer to the Fire Certification Fingerprinting FAQ.



Please Note:

1. This chart applies to career AND volunteer fire service professionals.
2. This chart assumes that an individual is not designated in the Law Enforcement Data System (LEDS) as a multi-source offender.