



Board of Licensed Social Workers
3218 Pringle Road SE, Suite 240
Salem, OR 97302-6310
(503) 378-5735

Fingerprint ID Form and Instructions

The Board of Licensed Social Workers is charged with the licensure and certification of Regulated Social Workers in the State of Oregon. The Board requires a criminal background check on all applicants for licensure, and certification. The criminal background check is conducted through the Oregon State Police, utilizing a set of legible fingerprints.

Instructions for Applicant:

1. Download this Fingerprint ID Form and the Live Scan Transmission Form.
2. When you have your prints taken you will need to take the ID Form, the Live Scan Form, a check for \$50 payable to the Board of Licensed Social Workers, and a 9 X 12 privacy envelope (grey or brown work best). Prints can be taken at any facility that offers this service, such as State Police, Sheriff's Department or any Public Fingerprinting Agency. Note: The agency may charge an additional fee for this service.
3. Once your prints have been taken, insert the ID Form, the fingerprint card, and your fee in the envelope and have the fingerprinting official seal and sign the envelope.
4. Please mail the fingerprint packet to the Board of Licensed Social Workers at 3218 Pringle SE, Suite 240, Salem OR 97302-6310.

Instructions for Fingerprinting Official:

1. Please use an original FD-258 Form to take the 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 confirm the photo identification and complete the bottom portion of this form.
3. After the applicant has placed the necessary information into the envelope, please seal and sign the back and return to the applicant for submission to the board office.

Applicants Name _____

Applicants Photo ID and Number _____

Name of Official-please print _____

Name of Agency _____ **Agency Phone Number** _____

If you have any questions please contact the Board of Licensed Social Workers at 503-378-5735 or e-mail questions to Oregon.blsw@state.or.us Thank you for your assistance with this procedure.

OREGON STATE POLICE

REGULATORY UNIT

Live Scan Transmission Information

OR024BLSW

BOARD OF LICENSED SOCIAL WORKERS

Agency Billing Code

BLSW

Reason Fingerprinted

License/Certification/Permit