

FINGERPRINTING INSTRUCTIONS

For OBLPCT Licensees, Interns & Applicants

- 1) **Contact the Board office** to obtain fingerprinting materials.
- 2) **Choose and contact a fingerprinting facility.** Fingerprinting services are available through most law enforcement agencies and can often be found under “fingerprinting” in the yellow pages. Some facilities require you to make an appointment.
- 3) **Take the fingerprint card** (provided by the Board), **Fingerprint Identity Verification form, a valid form of photo ID** (preferably a drivers license), **and the return envelope** (provided by the Board) **to the fingerprinting facility.** Make sure you have all four documents.

You are responsible for the cost of being fingerprinted.

If fingerprints are not clear, you will be required to submit new fingerprints.

Reminder: Your signature on the fingerprint card must be witnessed by the fingerprinting official.

- 4) **Have the official who takes your fingerprints read and fill out the Fingerprint Identity Verification form.**
- 5) **Send the completed fingerprint card and Fingerprint Identity Verification form** sealed in the return envelope to:

OBLPCT
3218 Pringle Rd SE #250
Salem, OR 97302

DO NOT BEND the fingerprint card.

Reminder: The fingerprint card and Fingerprint Identity Verification form must be sealed inside the mailing envelope in the presence of the fingerprinting official.

CHECKLIST

The Board must receive all of these items before the background check portion of your application or renewal will be considered complete.

- Fingerprint Card.** Completed, signed, and not folded.
- Fingerprint Identity Verification form.** Completed by fingerprinting official.
- License/Intern Application or License/Intern Renewal Fee** payable to the Oregon Board of Licensed Professional Counselors & Therapists (or OBLPCT).

Note: The Board will use the above-listed items to conduct your background check. You do not need to contract separately with law enforcement to conduct your own background check.

Fingerprint Identity Verification

TO THE OFFICIAL TAKING FINGERPRINTS:

The Oregon Board of Licensed Professional Counselors & Therapists is charged with the licensing of professional counselors and marriage & family therapists in the State of Oregon. The Board has the authority to conduct background checks of applicants and licensees under ORS 181.534, including a national criminal records check utilizing a set of legible fingerprints.

Verification of identity is critical to obtaining accurate criminal record information.

The individual requesting to be fingerprinted is applying for or renewing a license. Please confirm the identification of this individual by examining the individual's current photo ID, then fill out the information requested below.

Individual's Name _____

Individual's Photo ID Type _____ Photo ID # _____

Date Fingerprints Taken _____

Upon completion of this procedure, please fill out your identifying information below, then seal this form along with the fingerprint card in the envelope provided by the individual. The fingerprinted individual will return the sealed envelope to the Oregon Board of Licensed Professional Counselors & Therapists at:
3218 Pringle Rd SE Suite 250, Salem OR 97302.

Name of Official (print) _____

Agency Name _____ Phone # _____

If you have any questions, please contact Brian Johnson at 503-378-5499 ext. 4 or at LPCT.Investigator@state.or.us .

Thank you for your assistance with this procedure.