

Questions Log

Q: Where do you get electronic fingerprints done in Lane County and Washington County?

A: Our Department does not have a list of agencies that does electronic fingerprinting in different counties. You can google and search for sheriff's offices or different agencies in the county you are inquiring about and call them to see what services they offer.

Q: Do we continue sending in our manual cards until this process is completed?

A: Yes.

Q: With this new system, will we be able to use ODE's OCA number for TSPC licensure?

A: You would need to contact TSPC on what they accept. Their main phone number is 503-378-3586.

Q: Fieldprint offices in Eugene and Springfield capture electronic prints and can send directly to the agency that needs them. State of Oregon Background Check Unit uses this service for DHS employees - http://www.fieldprintoregon.com/SubPage_2col.aspx?ChannelID=290.

A: At this time, we are not able to accept fingerprints that are electronically submitted to Oregon State Police. Continue to send the Fingerprint-Based Criminal History Form 581-2283 (fingerprint form) and fingerprint card to us.

Q: We have a temporary employee that has a TSPC card. Can we send that fingerprint card with the ODE criminal history fingerprint form for processing?

A: Yes, if they have already been fingerprinted on a TSPC fingerprint card you may send that to us with the fingerprint form for processing. Going forward, supply employee with our fingerprint card, prior to them getting fingerprinting.

Q: Where is the OCA number listed?

A: On the fingerprint form, in the upper right hand corner, where it says, "ODE Use Only".

Q: Can we hire, as long as we put something in place, and the background check is not back?

A: Yes.

Q: Can you recite the statute number that was repealed?

A: ORS 342.232.

Q: When fingerprints are rejected, we do not charge to re-do them. Do we get billed until they are cleared?

A: No, we do not charge you again, as long as you send in the rejected fingerprint card, along with a new fingerprint card, in a timely manner.

Q: Is the employer address the district submitting, or the address of the contractor on the fingerprint form and fingerprint card?

A: It would be the address of the district.

Q: On the fingerprint form - in the phone field - looks like it's asking for district phone? Or is it the person's phone?

A: The district phone number is in the top section of this form, where it is the district's information. Use the phone number that would be the best contact number to reach you, if we have questions regarding the employee. The employee's phone number would be in the middle section, where it is the employee's information.

Q: We use the sheriff's office and they did not have the OCA# on the card. Can you send out the information to us so we can put it on the card? It's hard to see.

A: We are not able to assign an OCA# until we receive both the fingerprint form and the fingerprint card. The sheriff's office would not have this number. We will put it on the card, once we receive it.

Q: I've had numerous cards get returned by the FBI because maiden/previous names were not listed in the alias box on the fingerprint card. The agency we use does not list those and I have to make sure I check that against Form 581-2283 before I send it in.

A: Yes, you should check the fingerprint form against the fingerprint card to make sure all the information matches, and avoid having it returned incomplete. If any information is missing or does not match, please fill it in or correct it before you send the fingerprint form and fingerprint card to ODE.

Q: Many times fingerprint cards are brought in and then we fill out the accompanying form 581-2283. The majority get printed at our local police station. If it isn't YOUR card, am I supposed to send them back with the other card and have them retake them?

A: You may still send us that fingerprint card that they were already printed on, but you should notify the agency that took the prints that they need to use our fingerprint cards in the future.. You should supply them with the fingerprint cards that we send you so that they have them on hand to use for fingerprinting your classified employees.

Q: For non-district (private, independent) schools, do we need to provide applicants with these ODE approved fingerprint cards before they go get fingerprinted?

A: Yes.

Q: How do we get the fingerprint forms and fingerprint cards?

A: Email ode.fingerprinting@ode.state.or.us. Include the quantity that you need for both.

Q: Can you please show us the secure file transfer address again?

A: <https://district.ode.state.or.us/apps/xfers/>.

Q: If we hire a new employee and they have clearance from another district, do we have to accept it no matter how old it is as long as they have not moved out of state?

A: Yes.

Q: Do you have an estimated time when the electronic fingerprinting will be put in place?

A: No, but we are working on it as quickly as possible.

Q: If employees were fingerprinted 20 years ago, are they rechecked on some type of schedule? How would we know if they had criminal activity after their original fingerprints were taken?

A: No, we do not recheck them. However, depending on your district policy, you may do a background at your district level. It would be up to your district to run a background check, using a different source, to see if an employee has had criminal activity.

Q: Will the fingerprinting fee remain the same, \$59, once the 3rd party has been established and/or electronic print is in place?

A: We are not far enough along in the process to say for certain if the cost will rise.

Q: What about if they have had a break in service? Do we still accept the fingerprint clearance from another district, no matter how old they are, i.e.: 1974?

A: Yes, you would still accept that clearance from another district, unless they resided outside of Oregon, since they were cleared.

Q: Just for clarification, we were getting ready to purchase our own digital fingerprinting system. Based on this, we should not make that purchase, since districts will no longer send fingerprint cards to ODE, correct?

A: It is hard for us to say if this is a good investment for you or not, as there are many factors you should consider. We are not far enough in the process to know how we will be collecting electronic fingerprints, but a district may find benefit now based on fewer rejected fingerprint cards. Districts should also factor in TSPC requirements.

Q: What is the time frame when a sub has a lapse in employment, within a school district, in which they need to have the fingerprint process redone?

A: They should not be redone, unless they resided outside of Oregon, since their fingerprints last were cleared.

Q: When electronic fingerprinting begins, will we still be able to use our current equipment we are using for the digital fingerprints?

A: At this time, we are unable to answer what equipment we will be able to accept electronic fingerprints from.

Q: if someone said they had fingerprints done, but we as a district don't have any record, can we have them do it again?

A: Not unless they resided outside of Oregon. You should contact the previous district that they were cleared through, for a copy of the employee's fingerprint clearance.

Q: Once you are set up with electronic fingerprinting, will we be able to still send them to our local police station or will we have to go to an agency that does only electronic fingerprint cards?

A: We are in the very early stages of development, so we have not yet identified the electronic fingerprinting providers that we will be able to accept prints from. This could be your local police or another vendor or agency.

Q: If we have a non-certified employee that is terminated due to criminal activity, do we have to notify ODE?

A: No, not unless they are a bus driver and hold a valid School Bus Driver's Permit or Certificate as required under their respective rules.

Q: Where can I find the rule that says we have to accept the fingerprint clearance by another district no matter how old the print is?

A: Public Schools and Charter Schools – OAR 581-021-0500. Private Schools – OAR 581-045-0586.

Q: Is there a possibility that the demographic information will be submitted electronically also rather than through the form 581-2283?

A: Yes, we are working hard to make that happen when we move to an electronic process, but it is also our biggest hurdle because right now that information is collected by school districts before being submitted to us.

Q: Should I always get new prints on new hires, even if they have had them before?

A: No, not unless they resided outside of Oregon, since their previous fingerprint clearance.

Q: Can the cost for electronic fingerprinting be included in the ODE price (\$59 + \$20)? This will help those who are having the price deducted from their paycheck

A: No, unfortunately that is not an option.

Q: You mentioned Eugene and electronic fingerprinting. Is the fingerprinting being done at 4J/Bethel or at the sheriff's office?

A: You would need to contact 4J or Bethel to find out if they print their employees or send them to the sheriff's office.

Q: Do you have any info on the cost of an electronic capturing device?

A: We do not know the costs of a device.

Q: if we are unable to retrieve the criminal history verification clearance from the subs previous employer, can ODE send us the clearance to provide to their requesting district. If so, do you need a signed document from us to obtain verification?

A: Yes, if you have documentation from the previous district that the employee was cleared, but they no longer have the clearance on file, ODE can email you the clearance. Please send the request for an emailed copy to ode.fingerprinting@ode.state.or.us and include the employee's full name and date of birth. To include the employee's SS#, for a more accurate search in our database, send the request via secure file transfer, <https://district.ode.state.or.us/apps/xfers/>, to that email address listed above. We do not need a signed document from you for you to obtain the fingerprint clearance from us.

Q: If someone was fingerprinted 10 years ago and they come to work for us, how do we know that they haven't committed a crime during that time? Shouldn't we make the new hire go through the fingerprint process again?

A: No, they wouldn't go through the fingerprinting process again, unless they resided outside of Oregon, since their clearance. Your district could do another type of background check to see if there has been any criminal activity during that lapse in employment time frame.

Q: We are a proprietary post-secondary college. We have to do fingerprint and background checks every three years - is that still correct?

A: There is no three year requirement under ORS 326.603 and OAR 581-021-0500. There may be a shorter timeframe based on other statutes / rules that govern your school.

Q: If we have contractors working on site, such as construction workers, do we need to get each worker fingerprinted through ODE before they can be on school property?

A: The contracted employee just has to be in the fingerprinting process, if they are in a position that is paid and in a direct-unsupervised position with children. They can begin working before the clearance is back.

Q: Can a district decide to still have new hires re-fingerprinted even though they have not moved out of state? Can we adopt our own policy even though the ORS states no?

A: No, they should not be re-printed and a district policy would not be able to override the rule and statute.

Q: Are we legally allowed (with their consent) to run our volunteer background check on someone that has clearance from another district if we feel too much time has passed since the initial fingerprinting and clearance?

A: Volunteers cannot go through the fingerprinting process, but you could run another type of background check, if your district chooses. The fingerprinting process is for paid employees only.

Q: If I have subs or coaches that were okay to work without fingerprint clearance by a previous Superintendent before I started working here, do I need to make them get fingerprinted now? For example, we have a coach that is a juvenile probation officer. Our Superintendent approved him to work without us fingerprinting him because his job obviously requires high clearance. But by ORS 326.603, I need to make him get fingerprinted anyway, correct?

A: The only other agency that ODE is able to accept fingerprint background checks from is TSPC. This is because they use the same disqualifying list as we do. Other agencies may use different disqualifying lists, or not have any automatic disqualifiers as schools do under ORS 343.143. So this is why all non-certified district employees must be fingerprinted through ODE. It is important to note that you don't have to wait for the clearance back, but the rule does require you to submit the fingerprints "immediately".