

Oregon Board of Pharmacy Frequently Asked Questions about Fingerprint-Based Background Checks

1. **Q. Who is required to be fingerprinted?**

A. Effective February 1, 2011, all new Pharmacy Technician, Certified Pharmacy Technician, Intern & Pharmacist applicants, as well as applicants for reinstatement are required to undergo a national (FBI) fingerprint-based background check. This includes:

- Pharmacy Technician/Certified Pharmacy Technician Applicants
 - Residing in Oregon or outside of Oregon.
- Intern Applicants
 - Attending an Oregon Pharmacy School.
 - Attending an out-of-state Pharmacy School.
 - Foreign Pharmacy Graduates who require an Oregon Intern License.
- Pharmacist Applicants Applying for Licensure via
 - Exam
 - Score transfer
 - Reciprocity
 - FPGEC

1. **Q. What do I need to take with me to the fingerprinting facility?**

A. When you go to the fingerprinting facility of your choice, you will be required to bring and show a government-issued identification card that has your picture on it. You will also need to take the **completed** Oregon Board of Pharmacy Identity Verification form, the blank fingerprint card provided in your application packet, and the cream colored envelope provided. You can click [here](#) to request a fingerprint packet containing all of the required documents. The fingerprinting official will seal your completed card and verification form in this envelope.

2. **Q. Can I go somewhere and get my fingerprints taken and submit their card with my application?**

A. No, you need to wait until you receive the fingerprint instruction packet that we will mail you once your application is received, or you may click [here](#) to request a fingerprint packet now that you can submit *with* your application. The fingerprint packet will have the required Board issued fingerprint card and a verification form that you **must** complete, as well as the fingerprinting official that takes the prints. We will not accept fingerprint cards or verification forms that are not issued by the Board.

3. **Q. Where can I go to get my fingerprints taken?**

A. Fingerprinting services are available from most law enforcement agencies, specifically; most local Sheriff's offices provide this service. In addition, private companies may be found in the yellow pages of the phonebook or online through your favorite search engine.

4. **Q. Is there a fee to get my fingerprints taken?**

A. Yes, facilities charge a fee for this service and costs may vary. Please contact the fingerprinting facility of your choice for details.

5. **Q. Does your agency accept electronic fingerprints?**
A. Yes, electronic fingerprints are preferred if available. Please submit the required Board issued fingerprint card that you received in your fingerprint packet along with your electronic fingerprints and completed Fingerprint Identity Verification form.
6. **Q. If my fingerprint card is rejected; do I have to pay the processing fee again?**
A. Yes and No. You will have to pay to have your fingerprints retaken and submit a new Verification form. However, you do not have to pay the \$52.00 processing fee again.
7. **Q. What if I misplace the fingerprint card that the Board of Pharmacy sends me?**
A. You may submit a request to the Board in writing for a replacement card.
8. **Q. I recently submitted my fingerprints to another state agency as part of a criminal background check. Do I have to submit fingerprints with my application to the Oregon Board of Pharmacy also?**
A. Yes. Fingerprints submitted to other state or federal agencies are not available for use by the Oregon Board of Pharmacy.
9. **Q. I am applying for a pharmacy technician license. Will I have to provide fingerprints again when I apply for a certified pharmacy technician license?**
A. Your nationwide background check will be valid for 15 months. If you apply for a certified pharmacy technician license within this time, you do not need to submit new fingerprints. However, if you apply for a certified technician license more than 15 months after initial licensure, you will be required to complete the fingerprint process again. This includes the payment of all fees. .

NOTE: This 15 month rule applies to any license application. Regardless of your existing license type or the license you are applying for, if you have provided fingerprints to the Board of Pharmacy within the past 15 months, you will not normally be asked for another set of prints.

10. **Q. I do not live in Oregon? Am I able to go to a fingerprinting service in my state, or do I have to have my fingerprints taken in Oregon?**
A. You are not required to have your fingerprints taken in Oregon. You can go to any fingerprinting service in your state.