# FINGERPRINTING SERVICES

## Effective April 19, 2013

ently only able to provide general fingerprinting services to the public two days a week. For Spring 2013, those c

Wednesday: 8:30am - 11:30am
Thursdays: 3:00pm - 6:00pm

The exception to this policy will be for individuals who need to be fingerprinted to apply for a concealed pistol license (CPL). CPL applications will only be processed Monday-Frid

e sincerely apologize for this inconvenience.

ocal agencies that currently provide fingerprinting services:

- Whitman County Jail (Colfax): 509-397-5585
- Moscow Police Department : 208-883-7054
- Moscow Department of Licensing : 208-883-7216

The Pullman Police Department provides fingerprinting services to the public on a first come, first served basis during designated hours, subject to personnel and facilities availability. Due to the nature of police work, we cannot guarantee that we will be able to provide fingerprinting services during our scheduled hours. Please call ahead of time to verify availability.

## Cost

The cost for fingerprinting services is $5.00 per card. Payment can be made via cash or check. We cannot accept debit or credit cards at this time.

## Preserving chain-of-custody of fingerprint cards

The Pullman Police Department will not return the fingerprint cards to you. Following the recommendations of an F.B.I. audit, the Pullman Police Department has required that all applicant fingerprint cards be sealed and mailed from the police department since January 1, 2007. The audit finding reads, in part:

*"Any individual who has their prints put on the fingerprint card should not have direct access to the card again. This eliminates the possibility of the fingerprint card being altered in some manner after the fingerprints have been taken, and does not allow the "Chain of Custody" to be broken. Law enforcement agencies need to add this new requirement to their procedures when providing information to their applicants for fingerprinting."*

This means that a fingerprint applicant will also need all other documents needed for processing with the fingerprints to be included for mailing from the police department.

## What you need to bring with you to be fingerprinted:

- **Government Issued Photo I.D.**
- **Cash or Check:** For fingerprint services, checks made payable to "City of Pullman".
- **Mailing Envelope:** This should be at least a 9"x12" manila envelope, and should be the proper size needed for mailing all applicant documentation.
- **Proper Postage:** Check with the post office to insure that you have proper postage to avoid delayed delivery. The police department is not responsible for providing postage.

- **O.R.I. number:** This number is provided by the agency that is requiring the applicant to get fingerprinted. This number is a code that advises the State and the F.B.I. where to send the results of background check.
- **Money Order:** The fee for the background check associated with fingerprint cards is separate from the Pullman Police Department fingerprinting fee, and will need to be mailed along with the fingerprint cards. The money order needs to be made out to the proper agency for the proper amount; the police department does not have access to the different fee schedules for all of the different agencies.
- **Applicant Documents:** Any documentation required to accompany your fingerprints.

Still have questions about fingerprinting? Feel free to contact the Records Department of the Pullman Police Department at **(509) 334-0802** or by email by clicking **here** .