

DCPS EMPLOYEES ONLY FINGERPRINTING INSTRUCTIONS

Per the OSSE licensure regulations published on January 9, 2009, all licensure applicants must provide a criminal history record/background check with their licensure application.

The DCPS fingerprinting clearance process meets this requirement. This applies to initial, renewals, upgrades, and added endorsements.

This clearance must be completed no more than one year from the date of the application submitted to OSSE. The District of Columbia Public Schools (DCPS) currently fingerprints existing and recently hired employees at no cost.

Please go to the DCPS Office of Human Resources located at 1200 1st street N.E. Washington, DC 20002 10th floor to obtain the required authorization form to complete the fingerprinting process.

DCPS employees must submit the original fingerprint clearance letter to the OSSE along with their complete licensure application packet.

The OSSE cannot accept applications that are not inclusive of an official fingerprinting clearance letter from DCPS.

If you are not a current DC Public Schools Employee, (which includes new hires) you may not access fingerprinting services from the District of Columbia Public Schools.