



900 S.W. Jackson Street, Suite 102
Topeka, Kansas 66612-1212
(785) 296-3201
www.ksde.org

7/22/2024

Fingerprinting Information

Applicant: *The following documents are required to be taken with you to the fingerprinting agency. Failure to provide any of these documents may result in refusal to have fingerprints taken.*

- Government issued photo ID
- Waiver and Privacy Statement
- Fingerprinting Information document
- 9x12 stamped envelope addressed to (to mail waiver statement back to your agency)

KSDE
900 SW JACKSON ST
SUITE 102
TOPEKA KS 66612

Fingerprinting agency: Please verify identity with government issued photo ID. If needed, complete the "To Be Completed by the Fingerprinting Agency" portion of the Waiver and Privacy Statement found on page 3. Please place the waiver statement in the provided envelope and mail.

Military ID's: THIS IS FOR ACTIVE MILITARY SPOUSES ONLY. Please enter this in the MISC dropdown box of your livescan. **This is important for billing reasons.**

Branch: _____ ID Number: _____

THIS AGENCY HAS BEEN APPROVED BY THE KBI. PLEASE SUBMIT COMPLETED FINGERPRINT SUBMISSION VIA LIVESCAN.

Fingerprint Card Type:

42 Civil – State and Federal Identification Fee

Reason Fingerprinted:

82 - ADAM WALSH

Processing Fee Code:

Fee Billed to Agency

Originating or Agency Account Number (AAN):

902KS1600 – KANSAS STATE BOARD OF EDUCATION

***If you have any questions, please call the KBI Ident Unit at 785-296-4038.**

Kansas leads the world in the success of each student.