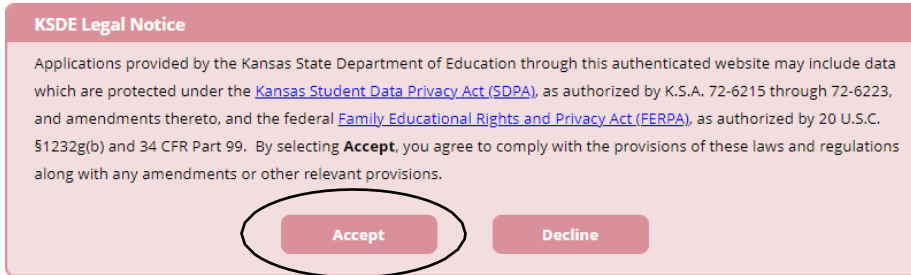


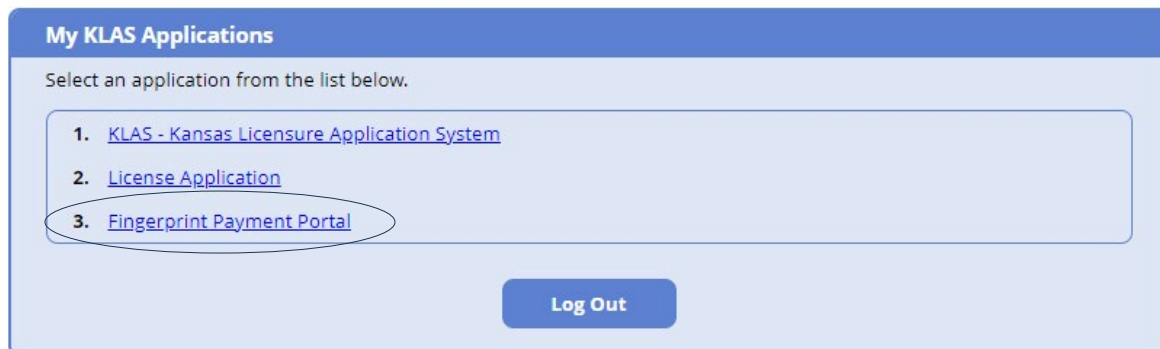
# FACT SHEET



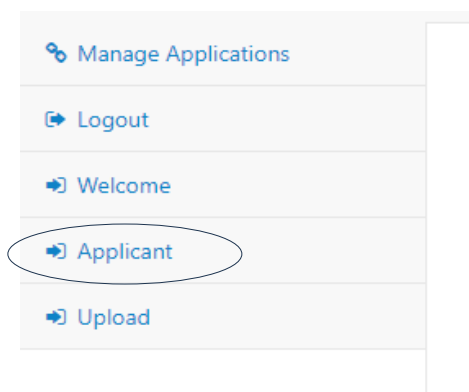
1. Log into the [Kansas Licensure Application System](#) public access. \*Please make sure to use the same username and password that you created when you
2. Read and click on Accept in the KSDE Legal Notice box.



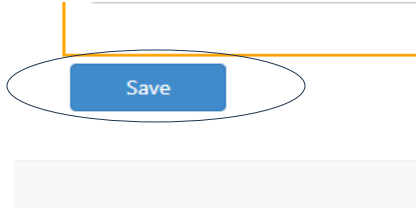
3. Click on 3. Fingerprint payment portal.



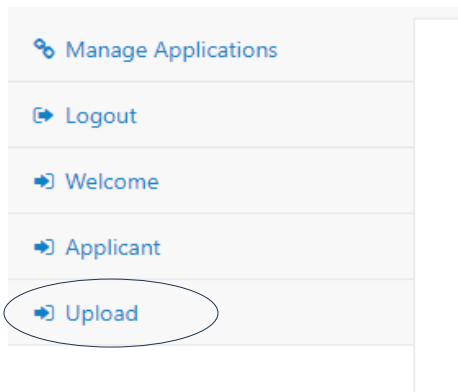
4. On the left-hand side of the screen, you will see a menu tab, select the "applicant" tab.



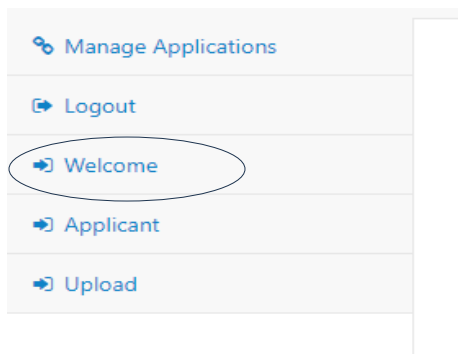
5. Once you have completed the applicant page with all your demographic information click SAVE.



6. Your next step is to select the "upload" tab. You will need to upload a copy of the [KBI/FBI background waiver form](#). IF you mailed in the waiver form with your fingerprint card you will need to upload a blank document into the "upload" field.



7. Once the waiver form has been uploaded, you will return to the "Welcome" page for payment.



8. On the "Welcome" page you will see a pay option.

Applicant Form Completed	Files Uploaded	Next Step		
06/15/23	1	Ready to Pay		

For more information, contact:

Teacher Licensure  
(785) 296-2288  
tlalicense@ksde.org



Kansas State Department of Education  
900 S.W. Jackson Street, Suite 102  
Topeka, Kansas 66612-1212

(785) 296-3201

[www.ksde.org](http://www.ksde.org)

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