



Educational Service District 113

6005 Tye Dr SW, Tumwater, WA 98512
P: (360) 464-6700 | F: (360) 464-6900

Hours: 8 AM - 4 PM Monday thru Friday (Closed for lunch daily 12:30-2:00 PM)

ESD 113 does fingerprinting on a walk-in basis. No appointments or reservations are taken. It could take approximately 15-20 minutes to fingerprint an applicant. Be advised there may be people waiting ahead of you when you arrive. Early morning is a better time to come in, allowing plenty of time for this process. If you arrive late in the afternoon, generally after 3:30 PM, and there are individuals ahead of you, we may not be able to get your process completed and therefore will ask you to return another day. Our office must complete required closing procedures and are unable to print individuals who arrive after 3:45 PM. We also ask that if you bring small children, you bring someone with you to watch them while you do this process.

Cost: \$68.50 Certificated and Classified

You may pay for your fingerprinting process using a debit/credit card (Visa/MasterCard ONLY), cash or cashier's check/money order. **No business or personal checks.**

A valid photo ID is required (driver's license, military ID, passport, etc.).

Should we be unable to obtain quality fingerprints from an individual, we will send them to the WSP to be printed there. A form is generated by the ESD and sent with the individual (this gives that agency the information they need and lets them know that the appropriate fee has been charged). The law enforcement agency will charge a fee to take the prints as well (\$13 - credit card/cash only).

In an effort to simplify the process for our technicians and the clients, changes have recently been made to the process of using purchase orders for applicants being fingerprinted by ESD 113. **If your district/company is paying for your fingerprint the following procedure applies: You MUST have a copy of the purchase order (PO)/payment authorization with you and your name MUST be listed on it. IF your name is not on the PO/payment authorization, it will not be accepted and we will be unable to fingerprint you.**

ESD 113 will no longer accept business cards or any other non-official payment documentation.

Please be aware, ESD 113 staff strives for quality control in your fingerprinting process, however we cannot guarantee that your prints may not be rejected due to circumstances beyond the technicians control. NO refunds will be granted.

If you have questions, you may certainly contact our Fingerprint Department at (360) 464-6709 or email at: certification@esd113.org

Driving Directions to ESD 113

Educational Service District 113

6005 Tye Dr SW

Tumwater, Washington 98512

E-mail: info@esd113.org

Phone: (360) 464-6700

FAX: (360) 464-6900

Driving Directions from I-5 Southbound

1. Take exit 102 (Trospen Rd/Black Lake)
2. Proceed straight through traffic light onto Tye Drive SW
3. Pass Fred Meyer and Costco on your right
4. Enter into ESD entrance on right (approximately 100 yards past Costco)

Driving Directions from I-5 Northbound

1. Take exit 102 (Trospen Rd/Black Lake)
2. Turn left onto Trospen Rd SW/54th Avenue SW
3. Turn left onto Tye Dr SW
4. Pass Fred Meyer and Costco on your right
5. Enter into ESD entrance on right (approximately 100 yards past Costco)

