

## **FINGERPRINTS**

### **Hours**

The KSU Police Department provides fingerprinting service from 1:30 pm to 6 pm Monday through Thursday on a first come, first serve basis; exemptions to the set schedule are allowed with approval from an on-duty supervisor.

### **Fingerprint Cards**

We do have the standard FBI issued fingerprint cards available for your use if needed. We only use ink prints.

### **Fees**

A \$44.00 fee is associated with general fingerprint services (up to 2 cards). Accepted forms of payment are cash or check only. If you graduated from Kansas State University within the last year you may be eligible for a discount with a KSU student ID.

### **Location**

The KSU Police Department is located at Edwards Hall at 1810 Kerr Drive near the intersection of Denison and Kerr Drive. Please enter through the main west doors.

### **Miscellaneous**

If you do not have your own fingerprint cards you can use ours but will need to bring a self-addressed stamped envelope (8 ½" x 11") addressed to the company/location requesting you have your fingerprints taken, along with all proper documentation they would like you to send in with your fingerprint cards.

If you have your own fingerprint cards you may take those with you when prints are complete. \*\*

\*\* Kansas State Department of Education (KSDE) Requirements

We will need to send KSDE prints in on your behalf as KSDE requires the fingerprinting agency to mail the prints. You will still need to provide an envelope. If you received your print cards from KSDE the white envelope they came in can be re-used. You will not need postage for the envelope to KSDE.

If you have any additional questions please call our main administrative phone number: 785-532-6412.