

## **Fingerprint Information for Recertifying Applicants:**

Oregon Health Authority requires a fingerprint based criminal history check, in accordance with ORS 181.537(2) and (3), for those who have lived, worked, or attended school for 60 or more consecutive days outside Oregon in the last five years. This includes recertifying applicants who have lived or currently live, worked, or attended school outside Oregon for 60 or more consecutive days since their last certification was issued.

If you require prints, you should contact your local law enforcement agency for available fingerprinting services. Fingerprints must be completed by an official fingerprint technician. Please make sure the prints are clear and there are no smudges or the Oregon State Police Identification Services Section will most likely reject and return your prints.

The fee for processing a fingerprint card is \$47.25. The check or money order should be made out to: OHA-EMS. This fee is non-refundable. Please submit your payment, fingerprint card and instruction print out form from the online application process to: OHS-EMS, PO Box 14450, Portland, OR 97293 prior to the **May 1st, 2011 deadline**.

In order to avoid a late fee of \$40.00, please submit your online renewal application, fingerprint card and processing fee by May 1<sup>st</sup>. Renewal applications are considered incomplete until all required documentation and fees have been submitted to OHA-EMS. Instructions on how to obtain fingerprint cards can be found during online application process.

Fingerprint-based criminal history checks usually take seven to ten business days to process. However, due to the high volume of recertifying applicants, the process may take longer. If there are any discrepancies with your background, a Professional Standards Representative will contact you for more information.

If you have any questions, please feel free to contact the EMS Office at 971-673-0520.