

# FINGERPRINTING

## FOR NEBRASKA CERTIFICATION

Any person applying for the **first** issuance of a Nebraska certificate who has **not** been a *resident* of Nebraska for the immediate past five years from the date of application must submit two completed sets of fingerprints with the application for Nebraska certification. Resident, as defined by the Nebraska Supreme Court, is an individual who has established a home in Nebraska where the individual is habitually present and to which having departed there from, intends to return. (Complete the Record of Residence sheet where you were residing and physically present **in Nebraska during the immediate past five years**).

The fingerprint requirement applies even if you have recently submitted fingerprint information in any other state. Fingerprints for Nebraska Teacher Certification must be completed on the TWO fingerprint cards provided by the Nebraska Department of Education. If you do not have the proper cards, please contact us by mail at Nebraska Department of Education, Teacher Certification, P.O. Box 94987, Lincoln, NE 68509-4987, by phone at (402) 471-0739; by Fax: (402) 471-9735 OR by E-Mail at [nde.tcrtweb@nebraska.gov](mailto:nde.tcrtweb@nebraska.gov)

Applicants may be fingerprinted at any law enforcement office. **HOWEVER**, we strongly suggest you contact a **State Patrol office nearest you** for accurate fingerprint processing. We recommend you contact the agency of your choice to inquire if an appointment is necessary and/or if there is a fee for the process. If it is convenient, you may want to consider the Nebraska State Patrol CID office in Lincoln, Nebraska. This office does not charge a fee nor do you need an appointment for fingerprinting.

Fingerprinting is NOT available at the Nebraska Department of Education, or elsewhere in the Nebraska State Office Building or the State Capitol Building.

Your TWO completed fingerprint cards are to be sent to the Nebraska Department of Education, Teacher Certification Office as part of your application for Nebraska certification.

The following are **required** to begin the fingerprinting process:

- **Application Form**, on-line at [nde.state.ne.us/tcert](http://nde.state.ne.us/tcert) **OR** in the Forms section of this manual **AND**
- Non-refundable **application fee** (may be paid on-line with on-line application **OR** by check or money order with on-line application or paper application) **AND**
- **Fingerprint fee** (one check or money order for both fees is acceptable) **AND**
- **All other documents for the type of certificate for which you are applying**

**All processing of fingerprint cards is done by law enforcement agencies - NOT the Department of Education.**

## CONDITIONAL PERMIT

It is not unusual for the fingerprinting process to take several weeks. A Conditional Permit may be issued, *when an applicant for any Nebraska certificate has met ALL the requirements for that certificate, except for the receipt of the fingerprint record (criminal background check)*. This permit allows the applicant to teach or administer until the fingerprint report is received. If there is no criminal history background, the actual certificate will then be issued with no further action by the applicant.