

Instructions for previously fingerprinted applicants

1. Go to the [Office of Student Protection's website](#).
2. Access the [Archive process](#).
3. Select the second option: **"Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)"**
4. Enter your Social Security number and click **"Continue."**
5. Select **option 1:** All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools
6. Complete the requested applicant information, making sure to use the employer codes provided to you (see below). Fill out these sections as shown:

Job Category*: Position Name (Position Code)

School Info. *:

Public School Selection

Other School Selection

Contractor/Vendor

*

*

Sponsors

- In 'Job Category' ➔ Select 'Substitute Teacher (04)'
- In 'New School Info' ➔ Select the 'Contractor/Vendor' option
- Under 'Contractor/Vendor,' click the 'Select County' dropdown ➔ Select 'Agency (50)'
- Under 'Contractor/Vendor,' click "Select Contractor/ Vendor" ➔ Select 'Scoot Education (7482)'

7. Proceed to the Legal Certification. To continue with the ePayment process, read and accept the terms of the AA&C by checking the box.
8. Submit your credit card payment.

- Total payment is \$29.75 (\$28.75 criminal history review processing fee plus a \$1 convenience fee charged by the private vendor).
 - Methods of payment are Visa, MasterCard, American Express or Discover credit cards.
 - You MUST click the "Make Payment" button **only one time** to complete the transaction.
9. The Payment Confirmation page will state "Your ePayment transaction has been processed successfully." Download or print a copy of this receipt for your records.
10. In about two weeks after you get fingerprinted, **view and print your "Applicant Approval Employment History"** by accessing it on the [OSP website](#). Provide a copy to your employer.