

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 (5) years from the date of application must submit TWO (2) 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 (5) 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 (2) fingerprint cards provided by the Nebraska Department of Education. If you do not have the proper cards, please contact us by E-Mail at nde.tcertweb@nebraska.gov, regular mail at Nebraska Department of Education, Teacher Certification, PO Box 94987, Lincoln, NE 68509-4987; by phone at (402) 471-0739 or by Fax: (402) 742-2359.

Applicants may be fingerprinted at any law enforcement office. **HOWEVER**, we strongly suggest you contact a State Patrol office near you for Livescan fingerprint processing **at no charge**.

Each of the following Nebraska State Patrol locations have livescan capability and will fingerprint citizens as a public service at no charge. Each location may have specific hours of operation or may require an appointment to be fingerprinted.

Please call ahead to confirm hours of operation and (if required) to make an appointment to be fingerprinted.

- Lincoln: Criminal Identification Division – 3800 NW 12th Street, Lincoln NE 68521 – (402)479-4971
- Omaha: Troop A Headquarters – 4411 South 108th Street, Omaha NE 68137 – (402)331-3333
- Norfolk: Troop B Headquarters – 1401 Eisenhower Ave, Norfolk NE 68701 – (402)370-3456
- Grand Island: Troop C Headquarters – 3431 Old Potash Highway, Grand Island NE 68803 – (308)385-6000
- North Platte: Troop D Headquarters – 300 W. South River Road, North Platte NE 69101 – (308)535-8047
- Scotts Bluff: Troop E Headquarters – 4500 Avenue I, Scottsbluff NE 69363 – (308)632-1211

A listing of other locations in Nebraska with the livescan capability is available at the State Patrol website of http://www.statepatrol.nebraska.gov/docs/public_livescan_list.pdf

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 (2) completed fingerprint cards are to be sent to the Nebraska Department of Education, Teacher Certification Office as part of your application for Nebraska certification. Make sure you have attached the correct postage.

The following are required to begin the fingerprinting process:

- Application Form, online at www.education.ne.gov/tcert
- Non-refundable application fee (may be paid online with on-line application OR by check or money order with on-line or paper application)
- Fingerprint fee (one (1) check or money order for both fees is acceptable)
- 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.