



Human Resources Department
200 North Monroe Street
Eugene, OR 97402-4295

Payment Options for Fingerprint-Based Criminal History Verification Processing

Effective 2/1/26, the State requires a non-refundable fee of \$75.00 for processing the fingerprints and criminal history verification of newly employed, non-licensed individuals in Oregon public schools. District 4J is offering the following options for payment of the \$75.00 fee:

- Payment in full (\$75.00) is enclosed.
 - Cash
 - Check - Check number: _____
Account # 100 000 23101
Checks must be made out to the Eugene School District 4J.
- Payroll deduction in full (\$75.00) from 1st paycheck.
- Payroll deduction over 2 monthly payroll cycles (\$37.50 each month.)
Payment in full would be due with the final paycheck if employee terminates before two months.
- Outside Agency or other funding source: _____
 - Cash or Check or Account # _____

I have read and understand the above payment options of this non-refundable processing fee, and selected the option of my choice.

Employee Name (please print)

Employee Signature

Date