

Sedgwick County Sheriff's Office

will fingerprint healthcare workers on Tuesdays and Wednesdays between the hours of 9:00 am and 4:00 pm by appointment only. The last appointment will be 3:45 pm. Applicants must call (316) 660-3945 to schedule an appointment. If an applicant doesn't have an appointment she/he WILL NOT be fingerprinted.



Upon arrival, applicants will remain in their car and call (316)660-3945 or (316)660-3946 to let staff know they are in the parking lot.

This will help limit the number of people in the lobby at one time.

Applicant must wear a mask, surgical or cloth to enter the building. We do not provide masks.

Only the applicant will be allowed inside, no exceptions. If they can't wait in the car do not bring them

If applicant exhibits signs of illness, it will be up to discretion of staff member whether the applicant is fingerprinted.

Staff member will bring applicant inside the lobby and the following will occur:

1. Applicants will show their instruction sheet/waivers indicating they are being fingerprinted for the Kansas State Board of Nursing.
2. Applicants will show a government issued ID or passport.
3. Applicants temperature will be taken, temperatures of 100.4 or above will not be fingerprinted.
4. Applicants will wash hands prior to being fingerprinted at the sink next to processing room.
5. Applicant will be fingerprinted and given the print card(s).
6. Applicant will pay \$20 fee in cash or money order. Must be exact change, receipt will be provided.

Location:

SGCO Satellite Office

3803 East Harry suite 119

Wichita, KS 67218