

# **FINGERPRINT PROCEDURES**

## **GENERAL INFORMATION**

Grandview PD will do fingerprinting Tuesdays and Thursdays from 1:00pm to 3:00pm by appointment only.

Call Grandview PD at 509-882-2000 to make an appointment.

Arrive no more than 5 minutes before your appointment time.

Please have exact change. Checks can be made out to the City of Grandview. We do not take debit or credit cards.

Please follow any CDC health guidelines that are in effect. If you are exhibiting any signs of illness, please reschedule for a later date.

## **MISC NOTES**

If you need of an application, you can access a blank CPL application on the Department of Licensing website ([dol.wa.gov](http://dol.wa.gov)) or City of Grandview website under "Police Department" to print it out. They can also be picked up in the Grandview PD lobby.

Original applications must be submitted in person at time of fingerprinting. They cannot be mailed in.

To submit your renewal, late renewal, or replacement application other than in-person, fill it out in its entirety and then mail it, along with your check, to City Hall.

Alternatively, you may put both in an envelope and use the drop box located outside City Hall. If you wish to pay in cash, payment can be made at the Grandview Police Department or exact change can be dropped off in the City Hall drop box along with the application.

## **HOW LONG WILL IT TAKE?**

We generally process CPL applications within 30 days. GPD has no ability to “rush” an application. Any delay in completion is usually because we are waiting on another agency to get us needed information.

**TIPS:**

Some tips for filling out your application:

- Listing a phone number is optional, but it helps us get a hold of you quickly if we have a question.
- Make sure your handwriting is legible – please print.
- Fill in all the blanks – if you leave out information, we cannot finish your application.
- Include your mailing address if it is different from your home.
- CPLs can be renewed up to 90 days early and a Late Renewal can be processed up to 90 days after expiration. If more than 90 days have past, an original application needs to be initiated again.

**MAIL OR DROP BOX ADDRESS:**

Grandview City Hall, C/O Grandview PD, 207 W. 2nd Street, Grandview, WA 98930

**COST:**

CPL Original:	\$49.25
CPL Renewal:	\$32
CPL Late Renewal:	\$42
CPL Replacement:	\$10

**QUESTIONS?**

If you have any questions, you can call 509 882-2000 to speak to a dispatcher.

Last Revised: 6/4/21