



DAVID J. STANKO

## JEFFERSON COUNTY SHERIFF

79 Elkins Road • Port Hadlock, Washington 98339 • (360) 385-3831

The Jefferson County Sheriff's Office provides fingerprinting Services to the public. This service is provided by our Corrections staff at the Jefferson County Jail at 81 Elkins Rd. Port Hadlock. The most common current fingerprinting is provided by use of a "Live Scan" system. This system does not use ink and prints are captured on a glass scanner screen. Ink fingerprinting services are also provided as needed.

### **FINGERPRINT PROCEDURE**

- Go in person to the Sheriff's Office public counter (79 Elkins Rd. Port Hadlock) to complete all paperwork and pay any applicable fee. Current hours of the public counter is 9:00 to 4:00 (closed for lunch 12:00-1:00). Keep your receipt to present to the jail staff.
- Contact a Corrections Deputy at the jail (81 Elkins Rd, Port Hadlock) between the hours listed below to get your fingerprints done. Every effort will be made to accommodate fingerprinting at the initial visit to the office but because the jail staff is responsible for jail operations as well, there may be a delay. To accommodate the needs of the public fingerprinting will be available during weekend and other non-business hours.
- You must bring valid picture identification with you (driver's license or passport), Pre-paid receipt. If you are unable to produce a receipt, you will not be printed.
- Upon arriving for your fingerprints, please secure any weapons you might possess in your vehicle such as knives, guns, pepper spray, etc. You will be scanned with a metal detector wand prior to entering the corrections facility as customary procedure for anyone entering the secured facility.
- If you have any question regarding this process, please contact a Corrections Deputy at (360) 385-3831 Ext 746, or the Admin staff at the sheriff's office at (360) 385-3831 push 0.

The Jail facility is located directly across the parking lot from the Sheriff's Office. Once you enter the foyer, you will see a speaker box to your left. Push the button on the speaker box and a Corrections Deputy will contact you.

### **HOURS AND DAYS FOR FINGERPRINTING**

TUESDAY: 8:00 AM - 11:00 AM OR 5:00 PM – 8:00 PM  
THURSDAY: 10:00 AM - 12:00 PM OR 5:00 PM - 8:00 PM  
FRIDAY: 5:00 PM – 8:00 PM  
SATURDAY: 8:00 AM – 5:00 PM  
SUNDAYS: 8:00 AM – 12:00 PM

### **NOTE: SATURDAY AND SUNDAYS ARE PREFERRED DAYS FOR FINGERPRINTS.**

Under extenuating circumstances, fingerprints may be done outside the times and dates listed above and will be at the discretion of the Corrections Sergeant on duty.

