In accordance with College of Education policy, the “College policy requires that all COE students assigned to practica, internship, . . . or other agencies, private or public, must submit documentation for obtaining a criminal history check PRIOR TO their first placement. Students will not be placed in a field experience or practicum until the necessary background clearance is obtained.” Therefore, as a student in the program, you are required to pass a background check. If you are an Oregon State resident, you can receive your verification through the Oregon State Police. If you are from out-of-state, you will need to complete a Federal Bureau of Investigation (FBI) records check. The background checks utilize a set of legible fingerprints for identification. Students must submit the appropriate background check results to the Academic Coordinator as soon as possible. For more information about the COE Background Check policy, visit http://education.uoregon.edu/academics/coe-id-badge. (CFT students do not need a separate COE badge).

Once you receive your report, bring a COPY to the Academic Coordinator for your file. Keep the original as you may need to provide it to your externship site. If you have already obtained a background check within 1 calendar year of the start of the program, you do not need to obtain a new one, but you must provide a copy of the existing one.

**Oregon Residents Only**

Oregon State Police Background Check/Fingerprinting Information:

1. First you need to obtain a copy of your fingerprints. A Livescan digital copy of your fingerprints can be obtained from the University of Oregon Department of Public Safety (UODPS) located on the back side of Straub Hall, across from the Student Recreation Center. You need to take photo identification (Driver’s License or Passport). The fee is $15.00 for the fingerprint cards (CASH or CREDIT CARD ONLY). It is highly recommended that you schedule an appointment, which can be done online (https://safetyweb.uoregon.edu/content/schedule-appointment-fingerprinting).

2. Follow the instructions, using the “Copy of Own Record Request” form provided below. Mail your
   a. fingerprint card
   b. Copy of Own Record Request Form
   c. $33.00 cash or check payable to Oregon State Police to the following address:

   Oregon State Police
   Identification Services Station
   Unit 11
   P.O. Box 4395
   Portland, OR 97208-4395


3. Results should arrive in 7-10 business days. After the results have been returned to you (they can only be mailed to the requester), please bring a copy of your record information to the CFT Academic Coordinator (the fingerprint cards will not be sent to our office). You are encouraged to keep your original documents as they may be requested by your externship site.
COPY OF OWN RECORD REQUEST
(revised 4/17/08)

This Oregon State Police form is to be used ONLY when requesting a copy of your own Oregon Criminal History information or clearance letter. This form may be copied.

NAME: ____________________________________________________________
   Last               First               Middle

OTHER NAMES USED: __________________________________________________

DATE OF BIRTH: _______ / _______ / _______
   Month               day               year

SOCIAL SECURITY NUMBER: _______ - _______ - _______

YOUR MAILING ADDRESS: _____________________________________________
   Street or P.O. Box

____________________________________________________________________
   City               State               Zip Code

____________________________________________________________________

Country

TELEPHONE (_______)___________________________________________

MY CHECK OR MONEY ORDER, PAYABLE TO OREGON STATE POLICE, IS INCLUDED FOR THIS SERVICE AS FOLLOWS:

COPY OF OWN RECORD ($33.00)                      $___________

PLEASE NOTARIZE RESPONSE ($5.00 per copy)       $___________

TOTAL INCLUDED                                      $___________

**Your fingerprint card will be returned with your response."
Non-Oregon Residents Only

FBI Background Check/Fingerprinting Information:

1. First you need to obtain a copy of your fingerprints. A Livescan digital copy of your fingerprints can be obtained from the University of Oregon Department of Public Safety (UODPS) located on the back side of Straub Hall, across from the Student Recreation Center. You need to take photo identification (Driver’s License or Passport). The fee is $15.00 for the fingerprint cards (CASH or CREDIT CARD ONLY). It is highly recommended that you schedule an appointment, which can be done online (https://safetyweb.uoregon.edu/content/schedule-appointment-fingerprinting).

2. TO OBTAIN A COPY OF YOUR FBI RECORD

   A. Complete the Applicant Information Form (http://www.fbi.gov/about-us/cjis/background-checks/submitting-an-identification-record-request-to-the-fbi). The form must be filled in completely or your request will be denied.
   B. The fee of $18.00 may be paid by credit card (using the form at http://www.fbi.gov/about-us/cjis/background-checks/credit-card-payment-form) or may be payable to the Treasury of the US with a certified check or postal money order (NO PERSONAL CHECKS). Any other forms of payment will be returned unprocessed.
   C. Mail your completed form, payment, and original fingerprint card to the FBI:

      FBI–CJIS DIVISION – Record Request
      1000 CUSTER HOLLOW RD
      CLARKSBURG, WV 26306

   Turn-around time is 10-12 weeks.

   For more info, call (304) 625-2000, or go to http://www.fbi.gov/about-us/cjis/background-checks.

3. Your fingerprint card will NOT be returned to you. When you receive the results (Either - No Record Response - OR - an FBI Identification Record) have been returned to you, please bring a copy of your record information to the CFT Academic Coordinator (the results cannot be sent to our office). You are encouraged to keep your original documents as they may be requested by your externship site.