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. For more information about the COE Background Check policy, visit [https://neweducation.uoregon.edu/academics/policies-and-procedures](https://neweducation.uoregon.edu/academics/policies-and-procedures), Policy A14. *(CFT students do not need a separate COE badge).*

If you are an Oregon State resident (lived in Oregon for at least one year) 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. Because results can take 2-13 weeks, it is important to begin the process soon. The background checks utilize a set of legible fingerprints for identification. Students must submit the appropriate background check results to the Academic Coordinator. Please review the directions below for assistance on how to obtain your criminal history background check.

**Oregon Residents Only**

**Oregon State Police Criminal History Record Check/Fingerprinting Information:**

To obtain a copy of your own Oregon criminal history report or a clearance letter indicating that you have no Oregon criminal history, you will need to complete the following steps:

1. Obtain a properly rolled set of your fingerprints using the blue applicant fingerprint card (FD258). Fingerprints may be obtained at an Oregon State Police office or an Oregon Sheriff’s station. The cost for this service is usually $20.00 per card.

2. Mail the following to the address below:
   a. fingerprint card
   b. completed Copy of Own Record Request Form —You do not need a notarized copy!
   c. $33.00 check or money order payable to Oregon State Police

   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. Results can only be mailed to the requester. Please bring your results to the CFT Academic Coordinator (the fingerprint cards will not be sent to our office).
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)                $ 33.00

PLEASE NOTARIZE RESPONSE ($5.00 per copy)   $____________

TOTAL INCLUDED                     $ 33.00

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

**FBI Background Check/Fingerprinting Information:**

1. Have your fingerprints taken at a local law enforcement agency (State Police or State Sheriff’s Office). The fingerprint card is usually $15.00-$20.00. Both ink and live scan fingerprints are acceptable. Check with the agency to find out what types of payment they accept.

2. TO OBTAIN A COPY OF YOUR FBI RECORD:
   
   A. Complete the Applicant Information Form ([https://forms.fbi.gov/criminal-history-summary-checks-review](https://forms.fbi.gov/criminal-history-summary-checks-review)). 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/criminal-history-summary-checks/credit-card-payment-form](http://www.fbi.gov/about-us/cjis/criminal-history-summary-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 – Summary Request  
      1000 CUSTER HOLLOW RD  
      CLARKSBURG, WV  26306  

      Turn-around time is 10-12 weeks.


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 them to the CFT Academic Coordinator (the results cannot be sent to our office).