**Criminal Background Check (Updated 9/2012)**

This section, with forms and website links, can also be found in the *Forms for Current Students* section of the website, [http://education.uoregon.edu/counseling-psychology/prac-externship-forms](http://education.uoregon.edu/counseling-psychology/prac-externship-forms).

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 [https://neweducation.uoregon.edu/academics/policies-and-procedures](https://neweducation.uoregon.edu/academics/policies-and-procedures), Policy A14. (*CPSY students do not need a separate COE badge*).

Once you receive your report, bring a **COPY** to the Academic Coordinator for your file.

**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 Police Department (UOPD). 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). You may schedule an appointment online ([https://safetyweb.uoregon.edu/content/schedule-appointment-fingerprinting](https://safetyweb.uoregon.edu/content/schedule-appointment-fingerprinting)). Due to building renovations on the Straub West location, go to the UOPD East Station, 2141 East 15th Ave for fingerprints.

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 CPSY Academic Coordinator (the fingerprint cards will not be sent to our office). You are encouraged to keep your original documents.
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 Future 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 Police Department (UOPD). 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). You may schedule an appointment online (https://safetyweb.uoregon.edu/content/schedule-appointment-fingerprinting). Due to building renovations on the Straub West location, go to the UOPD East Station, 2141 East 15th Ave for fingerprints.

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 CPSY Academic Coordinator (the results cannot be sent to our office). You are encouraged to keep your original documents.