**CRIMINAL BACKGROUND CHECK (UPDATED 6/2015)**

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://education.uoregon.edu/academics/coe-id-badge](https://education.uoregon.edu/academics/coe-id-badge), Policy A14. (*CFT students do not need a separate COE badge*).

All students will need to complete a Federal Bureau of Investigation (FBI) records check. Because results can take 2-14 weeks, it is important to begin the process soon. Students must submit the appropriate background check results to the SSC. Please review the directions below for assistance on how to obtain your criminal history background check. Background checks can be obtained through two different options.

**OPTION 1: Direct 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/identity-history-summary-checks-review/q384893984839334.pdf](https://forms.fbi.gov/identity-history-summary-checks-review/q384893984839334.pdf)). 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 “Credit Card Payment Form” under Option 1: Submit your request directly, [https://www.fbi.gov/about-us/cjis/identity-history-summary-checks](https://www.fbi.gov/about-us/cjis/identity-history-summary-checks)) 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 12-14 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 SSC (the results cannot be sent to our office).
**OPTION 2: FBI-approved Channeler Background check**

A FBI Channeler is a private business that expedites the process, but costs about $12 more. A complete list of channelers can be found here: [https://www.fbi.gov/about-us/cjis/identity-history-summary-checks/list-of-fbi-approved-channelers](https://www.fbi.gov/about-us/cjis/identity-history-summary-checks/list-of-fbi-approved-channelers).

We recommend using Fieldprint, Inc ([http://www.fieldprintfbi.com/](http://www.fieldprintfbi.com/)) if there is one in your area (check “Our Locations”).

1. Go to the Fieldprint website to schedule an appointment. You will have to register, fill out the Qualification Form, choose a time and location, and submit your payment. The fee is $50. *When filling out the form, be sure to state the reason for your request is “for personal review”.*

2. You do not need to get you fingerprints in advance; they will be collected at the Fieldprint office during your scheduled appointment. They will process your fingerprints there and send them to the FBI on your behalf. Be sure to bring two forms of identification to your appointment.

3. Your report should arrive via email within one week. Forward the email results to the CFT SSC.


If you do not have to a Fieldprint location, any of the other FBI Channelers may be used.