

## CRIMINAL BACKGROUND CHECK

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. Instructions on how to obtain background checks are below. Students must submit the appropriate background check results to the Academic Secretary as soon as possible. For more information about the COE Background Check policy, visit <http://education.uoregon.edu/feature.htm?id=767>. (*CPSY students do not need a separate COE badge*).

Once you receive your report, bring a COPY to the academic secretary for your file.

### ***Oregon Residents Only***

#### **Oregon State Police Background Check/Fingerprinting Information:**

1. Follow the instructions, using the “Copy of Own Record Request” form. You can obtain a copy of your fingerprints from the Lane County Sheriff’s office (LCSO) located at 125 E. 8<sup>th</sup> Avenue, Room 140. The easiest access is off of Oak Street. You will need to take photo identification. The fee from LCSO is \$12.00 for the fingerprint cards (CASH or CHECK ONLY). The office is open Monday – Friday from 9 AM – 5:00 PM. No appointment is necessary.
2. Mail your
  - a. fingerprint cards
  - 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

For more information see the Oregon State Police website at [http://www.oregon.gov/OSP/ID/public\\_records.shtml](http://www.oregon.gov/OSP/ID/public_records.shtml).

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 Secretary (the fingerprint cards will not be sent to our office). You are encouraged to keep your original documents.



***Non-Oregon Residents Only***

**FBI Background Check/Fingerprinting Information:**

1. First you need to obtain a copy of your fingerprints from the Lane County Sheriff's office (LCSO) located at 125 E. 8<sup>th</sup> Avenue, Room 140. The easiest access is off of Oak Street. You will need to take photo identification. The fee from LCSO is \$12.00 for the fingerprint cards (CASH or CHECK ONLY). The office is open Monday – Friday from 9 AM – 5:00 PM. No appointment is necessary.
2. TO OBTAIN A COPY OF YOUR FBI RECORD
  - A. Submit written request with name, date of birth, and place of birth along with original inked fingerprints to the FBI:  
FBI–CJIS DIVISION – Record Request  
ATTN: SCU  
MODULE D2  
1000 CUSTER HOLLOW RD  
CLARKSBURG, WV 26306
  - B. Complete the “Cover Letter” form. The “reason fingerprinted” section must not state that it is for employment purposes; otherwise it will be returned unprocessed.\*\*
  - C. The required fee is \$18.00 and must be payable to the Treasury of the US. Only certified checks or postal money orders are accepted. Any other forms of payment will be returned unprocessed.
  - D. Be sure to include your return address.
  - E. Turn around time is currently 8 to 10 weeks.

For more info, call (304) 625-2000, or go to <http://www.fbi.gov/hq/cjisd/fprequest.htm>.

**\*\*NOTE:** “Submit a written request” means describe that you need a background check as a requirement of your doctoral program. If you do not provide an explanation, they will not process your request.

3. After the results (Either - No Record Response – Consists of the original fingerprint card stamped with “No Record” - OR - an FBI Identification Record) have been returned to you, please bring a **copy** of your record information to the CPSY Academic Secretary (the fingerprint cards will not need to be sent to our office). You are encouraged to keep your original documents.

REVISED 10/5/05

**COVER LETTER**

Date:

Requestor Name: \_\_\_\_\_

Requestor Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attention Record Request:

I, \_\_\_\_\_, am requesting a criminal history background check for personal review pursuant to 28CFR§16.30-16.34. Please mail the results of the check to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have a reason/date that requires expeditious handling (*optional*):

**(PLEASE PLACE DATE/REASON ON OUTSIDE OF MAILING ENVELOPE)**

Date Required: \_\_\_\_\_ Reason: \_\_\_\_\_

If you have any further questions, please contact me at:

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
(Signature)