

FINGERPRINTING FOR FBI BACKGROUND CHECKS EIU Spring 2012 Student Teachers

Please note: all applicants must be age 17 or over to be fingerprinted.

Who must be fingerprinted?

- All individuals scheduled to student teach in **Spring 2012** must have a Criminal Background Investigation run through the Illinois State Police **and** the FBI, based on fingerprinting. You will not be able to begin student teaching until we have the results of the Criminal Background Investigation.

How do I arrange for fingerprinting?

- Fingerprint technicians from Accurate Biometrics will be on-campus on selected dates during Fall 2011. Spring 2012 student teachers should sign-up in the Student Teaching Office for a date and time to be fingerprinted. This should be done as early in Fall 2011 as possible. The following dates have been scheduled for the Fall 2011 semester:

8:30 am – 4:30 pm each day

- **September 15; September 21; September 29**
- **October 4; October 19**
- **November 8**

Where do I come for fingerprinting?

- Fingerprinting will be done in the Student Teaching Suite. When you come for your appointment, you will see a waiting area in the hallway. Applicant forms will be available on a table for you to fill out before your appointment. You will enter and exit by the back door of the suite. **DO NOT** enter via the main office door.

What if I cannot come on the dates listed?

- If you are unable to complete fingerprinting during the times made available on campus, you are responsible for going to one of the locations at which Accurate Biometrics offers this service. The locations are available on their website at <http://www.accuratebiometrics.com/> (simply click on the tab for the schedule for the month).
- Failure to complete this requirement will result in your removal from Student Teaching.

What must I bring on the day of fingerprinting?

Requirements for fingerprinting through Accurate Biometrics:

- Valid government-issued photo ID: Driver's license, passport.
Your student ID is NOT acceptable.
- Completed Eastern Illinois University Fingerprint Applicant Form
This form will be provided by EIU at the time of your fingerprint check. You will fill it out while waiting your turn. If you go to a different Accurate Biometrics site for fingerprinting you will need to obtain this form from the Student Teaching Office or go to our website at <http://www.eiu.edu/~clinical> under forms.
- Fee of \$52 payable by cash, cashier's check, money order, MasterCard, Visa, Discover, American Express. A convenience charge will apply if you use a credit card. **The fee cannot be charged to your Student Account and no personal checks are accepted.**

What if I have had to do an FBI Fingerprint Background check for another purpose or I can arrange FBI fingerprinting through another organization?

- EIU must receive criminal history reports directly from the FBI and Illinois State Police and therefore cannot accept copies of reports completed by other agencies.

Must I be fingerprinted again if I am required to delay Student Teaching?

- No, unless the school district you are with has specific date restrictions.

What happens with the results?

- Dr. Bower, Associate Dean of the College of Education & Professional Studies, will receive the results of all background checks for candidates who are fingerprinted through Accurate Biometrics using EIU's ORI form. The results of the background check are maintained in the Dean's Office, College of Education & Professional Studies, in locked storage.
- **Upon written request and with photo ID we will provide candidates a copy of their results for their own use or to give to school districts. EIU will not send the results of these investigations directly to any school district (even at a candidate's request).**

