

# FINGERPRINTING FOR FBI BACKGROUND CHECKS

## EIU Spring 2010 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 2010 must have an 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 2009. Spring 2010 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 2009 as possible.

### 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. 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.
- Fee of \$52 payable by Cash, Cashier's Check, Money order MasterCard/Visa. **The fee cannot be charged to your Student Account and no Personal Checks are accepted. Please note in a very small percentage of cases the quality of the candidates fingerprint characteristics is too low to be used. In these cases the FBI will require a second set of prints. If this occurs you will be required to be re-fingerprinted at an additional fee of \$10 (amount charged by the Illinois State Police for processing).**

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

- We will accept an official copy of the FBI results as long as it is in a sealed envelope from the organization (ie. School district, etc) who had it conducted. Please note that the results of the fingerprint check must be dated no more than 1 year prior to the time you are scheduled to student teach.

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

- For the purpose of Student Teaching through EIU, results of the fingerprint check will be considered acceptable for one year. If the beginning of your student teaching assignment is more than one year after the date of your initial fingerprint results you will be required to go through the process again (including payment of the required fee).

**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 candidate's 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).

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