

# FINGERPRINTING AND BACKGROUND CHECK INSTRUCTIONS

Background Checks for students is a two-step process: Fingerprint and Background Check paperwork. Fingerprinting/Background Check is for the following students:

- **Pre-service students** (i.e. EDU 202, EDU 222, EDU 223, Counseling) OR
- **Teacher Candidates (student teachers):** if your background check information on file in the Field Placement and Licensure office *will be over one year old by the time you start student teaching*, you must update your background check information by going through this process.

Pick up the fingerprint/background check packet in the hallway outside of Reid 247. Packet includes instructions, Fingerprint Cheat Sheet, Blank Fingerprint Card, NCPA Form and two Consent and Release Forms. *There are purposefully two copies of the “Consent and Release” forms—you must sign and return both forms.* Two costs are associated with this process: one for get fingerprints, and one to have your background check processed through the Department of Justice.

**STEP ONE:** Get Fingerprints. You may choose to go to the **University Police** or the **Law and Justice Center** to get your fingerprints:

## **University Police – Corner of Kagy Blvd. & S. 7th**

- 1) Complete the top portion of the fingerprint card in your packet using the **Fingerprint Card Cheat Sheet**. Follow the instructions carefully using the *exact* abbreviations and information as noted.
- 2) Call 994-2121 to make sure an officer is available to do the fingerprinting or attend a Fingerprinting Clinic sponsored by the Field Placement & Licensure Office—typically at the beginning of Fall and Spring semesters.
- 3) Bring the following to get fingerprints:
  - Driver’s License or Passport or State ID
  - Charge is \$10.00. You can pay with **cash** or **check** made payable to **University Police**
  - Fingerprint card with top portion completed

## **Law and Justice Center – 605 South 16<sup>th</sup> Avenue**

- 1) Complete the top portion of the fingerprint card in your packet using the **Fingerprint Card Cheat Sheet**. Follow the instructions carefully using the *exact* abbreviations and information as noted.
- 2) Because hours available for fingerprinting change frequently, the Law and Justice Center asks that you go to [http://gallatincomt.virtualltownhall.net/Public\\_Documents/gallatincomt\\_detention/fingerprints](http://gallatincomt.virtualltownhall.net/Public_Documents/gallatincomt_detention/fingerprints), for the latest information regarding days and times fingerprinting is available at the Law and Justice Center.
- 4) Bring the following to get fingerprints:
  - Driver’s License or Passport or State ID
  - Charge is \$15.00. You can pay with **cash** or **check** made payable to **Gallatin County**
  - Fingerprint card with top portion completed

## **STEP TWO:**

Once you have the fingerprint card done, return the following paperwork to the Field Placement & Licensure Office, Reid 247:

1. Fingerprinted card
2. Check or Money Order for **\$27.25** made payable to **Criminal Records**. *The Department of Justice does not accept cash.*
3. Completed NCPA/VCA form
4. Signed Consent and Release Forms - ***Two Copies***