

University of Oregon — College of Education
General Fingerprint-Based Background Check Verification Process

In accordance with College of Education policy, all COE students assigned to field placement of any kind must complete a fingerprint-based criminal history check PRIOR TO their first term in the field. There are two options to meet this requirement: (1) Direct Electronic FBI Background Check or (2) FBI-Approved Channeler Check. International students must complete *Option 1: Direct Electronic FBI Background Check. Students in educator licensure programs should complete background checks through TSPC.*

Option 1: Direct Electronic FBI Background Check

Required for **international students** – Completion time = at least **one to three weeks** (*three to five days upon FBI receipt of the fingerprint card*), plus mailing time.

Step	Who	What
1	Student	<p>Visit the FBI electronic Identity History Summary Check website at https://www.edo.cjis.gov/#/. Scroll about halfway down the page to the section titled <i>How to Submit a Request</i> and enter a reliable email address in the box labeled “Enter your e-mail address to get started!”</p> <ul style="list-style-type: none"> • Once submitted, a secure link along with a personal identification number will be sent to you and will be required to complete the online application. • The same link and personal identification number will be required later to check the status of your application and to access your results. Be sure to keep this email for future use! • Print a copy of the email to send with your fingerprint card (described in step 3). • Read all the application information on this webpage.
2	Student	<p>Complete the online application, pay the fee (\$18 by credit card or PayPal) and select the following preferences:</p> <ul style="list-style-type: none"> • Date of birth: Yes • Status Notification: Yes • <i>Note that you will be expected to have a piece of identification that matches the address you use in the application. For this reason, it is best to use your permanent address.</i> • <i>Be sure to select the reason for your request is “Personal Review” in the drop down menu.</i>
3	Student	<p>Have your fingerprints taken through a local law enforcement agency. Charges are usually \$15-20 per card. Be sure to bring legal proof of identity that matches the address provided on your application.</p> <ul style="list-style-type: none"> • UO Police (<i>appointment required</i>) - https://police.uoregon.edu/fingerprinting • Lane County Sheriff - http://lanecounty.hosted.civiclive.com/cms/One.aspx?portalId=3585881&pageId=4187342
4	Student	<p>Send the following items directly to the FBI at:</p> <p>FBI CJIS Division ATTN: ELECTRONIC SUMMARY REQUEST 1000 Custer Hollow Road Clarksburg, WV 26306</p> <ul style="list-style-type: none"> • Your fingerprint card AND a copy of the email you received from the FBI with your secure link and personal identification number on it. <p><i>We suggest sending your prints by First Class Mail and Certified so you will be able to track when it is received by the FBI.</i></p>
5	FBI	<p>The FBI will review your record and will respond 3-5 days after they have received your fingerprint card. Using the link provided in your original confirmation email, check the status of your request and save an electronic copy of the full results when available.</p>
6	Student	<p>Upload your results at https://goo.gl/DuHCcd. Be sure to answer the accompanying questions on the first page completely, then upload confirmation of your clearance on the second page.</p> <p><i>Clearances must be uploaded PRIOR to entering schools for field experiences. Students must clear the background check before beginning any clinical experience.</i></p>

Questions about fingerprinting and background checks? Contact coelicensure@uoregon.edu.

Option 2: FBI-Approved Channeler Background CheckNot available to international students or those without access to channeler terminals – Completion time = **2-4 weeks**

Step	Who	What
1	Student	Begin the process to obtain a fingerprint card by selecting an FBI-approved channeler. A complete list can be found at https://www.fbi.gov/services/cjis/identity-history-summary-checks/list-of-fbi-approved-channelers-for-departmental-order-submissions . We recommend using Fieldprint (http://www.fieldprintfbi.com/) if it is available in your area. The following instructions are specific to Fieldprint, but are similar across approved channelers.
2	Student	Go to the Fieldprint website to schedule a fingerprinting appointment. There you will: <ul style="list-style-type: none"> • Register with Fieldprint. <i>Note that you will be expected to have a piece of identification that matches the address you use when registering. For this reason, it is best to use your permanent address.</i> • Complete the <i>Qualification Form</i>***, • Select a time and location to have your prints taken, AND • Submit payment of the \$50 fee *** <i>Be sure to state that the reason for your request is “for personal review”</i>
3	Student	Go to the Fieldprint location you selected above at your scheduled appointment time. Your prints will be taken electronically and sent directly to the FBI as part of the service. Be sure to bring: <ul style="list-style-type: none"> • Your appointment number provided by Fieldprint, AND • Two valid forms of identification (one must be a valid government-issued photo ID; others can be found at http://www.fieldprintfbi.com/FBISubPage_FullWidth.aspx?ChannelID=272#appointment)
4	Fieldprint	Fieldprint will email a report to you about a week after your prints have been submitted. You will also be able to access the report on their Report Management Portal up to 30 days after the completion of the check. Note: Once you open and view your results, you only have 7 days to save them, even within the 30 day period. After that, FieldPrint will purge your results from the system and you will not be able to access them again.
5	Student	Upload proof of your clearance at https://goo.gl/DuHCcd . Be sure to answer the accompanying questions on the first page completely, then upload confirmation of your clearance on the second page. <i>Clearances must be uploaded PRIOR to entering schools for field experiences. Students must clear the background check before beginning any clinical experience.</i>

Questions about fingerprinting and background checks? Contact coelicensure@uoregon.edu.