



TEACHER CERTIFICATION BACKGROUND CHECK FORM

PERSONAL INFORMATION

LAST NAME										FIRST NAME										MIDDLE INITIAL			SOCIAL SECURITY NUMBER									
MAILING ADDRESS																				CITY					STATE			ZIP CODE				
HOME PHONE NUMBER										WORK PHONE NUMBER										GENDER												
EMAIL ADDRESS																																
BIRTHDATE (MM-DD-YYYY)					FORMER LAST NAME(S)										HIGHEST EDUCATIONAL DEGREE																	

It is the responsibility of the applicant to maintain current information, including name, mailing and email addresses on file with the Teacher Certification Office. **Contact information can be changed online at <https://education.alaska.gov/TeacherCertification/>**

BACKGROUND INFORMATION

Answer the following questions carefully and completely. If you answer "yes" to any of the questions 1-6, provide a detailed statement in the box below or on a separate sheet of paper. **Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of this application can be grounds for denial of certification.**

- YES NO 1. Have you been convicted for a violation of criminal law, except for minor traffic violations? Please include convictions for Driving While Intoxicated (DWI) and Driving Under the Influence (DUI).
- YES NO 2. Do you currently have any outstanding criminal charges or warrants of arrest pending against you? This would include any state, province, territory, and/or country.
- YES NO 3. Is there action pending to revoke or suspend a certificate or license issued to you by another jurisdiction? If "yes," on a separate sheet of paper, list the agency, including complete address and telephone number as well as the purpose of the investigation or inquiry.
- YES NO 4. Have you ever had any adverse action taken on any certificate or license? (Adverse action includes letters of warning, reprimands, suspensions, revocations, voluntarily surrenders, or avoidance)
- YES NO 5. Are you currently or have you ever been the subject of any certificate or licensing investigation or inquiry by any certification or licensing agency for allegations of misconduct? If "yes," on a separate sheet of paper, list the agency, including complete address and telephone number as well as the purpose of the investigation or inquiry.
- YES NO 6. Have you ever been denied certification? This would include any state, province, territory, and/or country.

If you answered "yes" to any of the questions above (1-6), provide a detailed statement here. If you need additional space, provide the detailed statement on a separate sheet of paper and sign it.

- YES NO 7. Are you currently under contract or have been offered a contract with a public school district in Alaska? If yes, please complete the following.

Alaska public school district: _____, beginning contract date: _____

- YES NO 8. Have you ever held a teaching certificate in another state? If yes, please complete the following.

STATE _____ EXPIRES: _____ STATE _____ EXPIRES _____



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BACKGROUND CHECK

When applying for certification in Alaska, you must submit one (1) fingerprint card with your application. The fingerprint card will be used to generate a criminal history report by the Alaska Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI). The criminal history report will be used as one part of the background check required for Alaska certification. This form allows you to begin with this process prior to submitting your complete application. In order to use the criminal history report that will result from the submission of your fingerprint card, your full application must be received by the Teacher Certification Office within **six months** of your submission of this form and your fingerprint card.

The Teacher Certification Office **cannot** accept criminal history reports completed by other entities, including other states and countries. For the purpose of certification in Alaska, criminal history reports must be completed by the Alaska Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI).

If there is an error on your criminal history report, you may request the Alaska Department of Public Safety (DPS) correct the information. To begin the correction process, you must complete and submit a Request to Correct Criminal Justice Information form. If the information believed to be inaccurate or incomplete in your criminal history was, or will be used to deny a right or privilege, the Department of Public Safety (DPS) has 5 days to respond to the request or to forward it to the agency responsible for maintaining the requested criminal history information. If you have documentation on your criminal case, please be prepared to provide a copy at the time you request a correction to your record. It may help to expedite your request. One of the most common correction requests is to locate missing disposition information. More information concerning criminal history reports can be located at <http://www.dps.state.ak.us/Statewide/background/default.aspx>.

FINGERPRINT CARD CHECKLIST

Submit one (1) fingerprint card, Form FD-258 or similar, please use the following checklist to make sure that all the required information on the fingerprint card has been completed. If any section of the fingerprint card is incomplete, your fingerprint card will be returned. If you cannot obtain a fingerprint card locally, e-mail the Teacher Certification Office at tcwebmail@alaska.gov to request a card be sent to you. More information can be found at <http://www.eed.state.ak.us/TeacherCertification/fingerprints.html>.

- Fingerprints must be rolled by a trained technician.
- The technician must sign and date the card in the appropriate space
- All personal information below must be filled in:

<input type="checkbox"/> signature	<input type="checkbox"/> height	<input type="checkbox"/> hair color
<input type="checkbox"/> residence	<input type="checkbox"/> weight	<input type="checkbox"/> date of birth
<input type="checkbox"/> citizenship	<input type="checkbox"/> race	<input type="checkbox"/> place of birth
<input type="checkbox"/> gender	<input type="checkbox"/> eye color	

FEE SCHEDULE

The fingerprint processing fee is \$60.00. You may pay with a cashier's check (payable to EED), money order, credit card or debit card (Visa, Discover or MasterCard). Fees are non-refundable.

Personal checks are not accepted.

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Amount

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Credit Card Number

		/		
--	--	---	--	--

Expiration Date (MM/YY)

Name on Credit Card

Cardholder's signature

Department of Education & Early Development, Teacher Education and Certification

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