BACKGROUND CHECK FORM
INSTRUCTIONS

PERSONAL INFORMATION (Instructions on page 3)

Last Name | **First Name** | **M.I.** | **Social Security Number** ___ – __ – ____

Mailing Address | **City** | **State** | **Zip Code**

Home Phone Number ___ – ___ – ____ | **Work/Mobile Phone Number** ___ – ___ – ____ | **Gender**

Personal Email Address

Birthdate (MM/DD/YYYY) __ / __ / ____ | **Former Last Name(s)** | **Highest Educational Degree**

Ethnicity: ☐ African American ☐ Alaska Native ☐ American Indian ☐ Asian ☐ Caucasian ☐ Hispanic ☐ Native Hawaiian or Pacific Islander ☐ Two or More Races

BACKGROUND INFORMATION (Instructions on page 3)

Answer the following questions carefully and completely. If you answer "yes" to any of the questions 1-6, provide a written, detailed explanation of the incident in the box below. If applicable, include the name of the jurisdiction and/or agency, its address and telephone number.

1.	Have you been convicted for a violation of criminal law, except for minor traffic violations? Include convictions for Driving While Intoxicated (DWI) and Driving Under the Influence (DUI), no contest, guilty pleas and cases resulting in a suspended imposition of sentence.	☐ Yes ☐ No
2.	Do you currently have any outstanding criminal charges or warrants of arrest pending against you in 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 in a jurisdiction other than Alaska?	☐ Yes ☐ No
4.	Have you ever had any adverse action taken on any certificate or license in a jurisdiction other than Alaska? Include letters of warning, reprimands, suspensions, revocations, voluntarily surrenders, or voidance.	☐ Yes ☐ No
5.	Are you currently the subject of any certificate or licensing investigation or inquiry by any certification or licensing agency for allegations of misconduct in a jurisdiction other than Alaska?	☐ Yes ☐ No
6.	Have you ever been denied a certificate or license in any state, province, territory, and/or country?	☐ Yes ☐ No

If you answered "Yes" to any of the questions above (1-6), provide a written, detailed explanation here. If applicable, include the name of the jurisdiction and/or agency, its address and telephone number. If you need additional space, provide the explanation on a separate sheet of paper and sign it.

BACKGROUND CHECK FORM
INSTRUCTIONS

FINGERPRINT CARD (Instructions page 3)

Submit one (1) fingerprint card, Form FD-258 or similar, with this form. Use the following checklist to make sure that all the required information on the fingerprint card has been completed.

- ☐ 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:

☐ Signature	☐ Gender	☐ Race	☐ Date of birth
☐ Residence	☐ Height	☐ Eye color	☐ Place of birth
☐ Citizenship	☐ Weight	☐ Hair color	

CERTIFICATION INFORMATION

Answer the questions concerning your certification status.

Have you ever held a teaching, administrative or special services certificate in another state? ☐ Yes ☐ No

If yes, complete the following.

State: _____ Expires: _____ State: _____ Expires: _____

CHECKLIST

You must submit all of the items required in a single packet. If any item is missing or incomplete, the entire packet will be returned unprocessed. Mark the checkbox next to each requirement to indicate the item is included in your packet. **Photocopied or faxed applications will not be accepted.**

☐ **Complete Application (pages 1-2)**
Make sure all sections of the application are complete.

☐ **Fingerprint Card**
You are required to submit one (1) FBI Applicant fingerprint card (Form FD-258). If you cannot obtain the fingerprint card locally, email the Teacher Education & Certification Office to request a card be sent to you. Use the Fingerprint Card Checklist to make sure that all required information has been provided.

☐ **Fees & Credit Card Payment Form**
The background check fee is $60.00. Submit a total of $60.00. You may pay with a credit card via the EED Online Payment Center, cashier's check (payable to EED), or a money order. **Personal checks will not be accepted.**

If paid for via the payment center (https://education.alaska.gov/TeacherCertification/PaymentCenter), include the EED Payment receipt with your application.

IMPORTANT INFORMATION

This form allows you to begin the background check 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.

I certify that the information provided in this application is true and correct to the best of my knowledge.

_____ _____

Applicant Signature **Date**

INSTRUCTIONS

PERSONAL INFORMATION

Enter all personal information in the spaces provided, including contact phone number(s) and email address. The Teacher Education & Certification Office will mail your certificate to the address that you provide. If you have held Alaska certification prior to this application and your name has changed, you will need to submit a photocopy of a legal document verifying the change with your application packet.

~NOTE: It is your responsibility to maintain current information, including name and mailing address, on file with the Teacher Education & Certification Office. You may update your contact information by emailing the Teacher Education & Certification Office at tcwebmail@alaska.gov or online at https://education.alaska.gov/TeacherCertification/ContactChange/.

Ethnicity & Definitions

Check the box that most appropriately applies to you.

- **African American**: A person (not of Hispanic origin) having origins in any of the black racial groups of Africa.
- **Alaska Native**: A person who is a descendant of a member of the aboriginal races inhabiting the state when annexed to the United States, or who is a descendant of an Indian or Eskimo who, since the year 1867 and prior to June 30, 1952, migrated into the state from Canada, and who is a descendant having at least one- quarter blood derived from these ancestors. This may include, for example, any person of Yup'ik, Inupiat, Aleut, Athabascan, Tlingit, Haida, or Tsimshian origin.
- **American Indian**: A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- **Caucasian**: A person (not of Hispanic origin) having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Hispanic**: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- **Native Hawaiian or Pacific Islander**: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **Two or more races**: A person who primarily identifies their ethnic heritage with more than one subgroup.

BACKGROUND INFORMATION

Answer the questions one through six (1-6) carefully and completely by answering "yes" or "no" to the questions as they apply to you. If the answer to any of these questions is "yes," provide a written, detailed explanation of the incident and sign it. It is not necessary to provide a written explanation of a minor traffic violation. Include a written explanation of incidents involving Driving While Intoxicated (DWI) or Driving under the Influence (DUI), no contest, guilty pleas and cases resulting in a suspended imposition of sentence.

~NOTE: If a signed, detailed explanation is not provided for any "yes" answers to questions one through six (1-6) or if your explanation is not signed, your application will be returned unprocessed. Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of this application can be grounds for denial of certification.

FINGERPRINT CARD

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.

The Teacher Education & 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 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, 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.

If you cannot obtain a fingerprint card locally, email the Teacher Education & Certification Office at tcwebmail@alaska.gov to request a card be sent to you via U.S.P.S. More information and instructions can be found at https://education.alaska.gov/TeacherCertification/fingerprints.html.

You must have your fingerprints rolled by a trained technician. The technician must sign and date the card in the appropriate space. All personal information must be filled in, including signature, residence, citizenship, sex, height, weight, race, eye color, hair color, date of birth, and place of birth.

SUBMIT YOUR APPLICATION

Mail a single application packet with all of the required items to the Teacher Education & Certification Office at the following address:

Department of Education & Early Development
Teacher Education & Certification
801 West 10th Street, Suite 200
PO Box 110500
Juneau, AK 99811-0500

SCANNED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED.