

  
**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 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 voidance)
- 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.**

**EMPLOYMENT STATUS**

Answer the question regarding your current or potential employment with a public school district in Alaska.

- 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: \_\_\_\_\_

  
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**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

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**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:

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**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.
- Fee Schedule & Online Payment Center**  
The background check fee is \$60.00. You may pay with a credit card via the DEED Online Payment Center, cashier's check or a money order (payable to DEED). **Personal checks will not be accepted.**  
  
If paid for via the payment center (<https://education.alaska.gov/TeacherCertification/PaymentCenter>), include the DEED Payment receipt with your application.

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**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.

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

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**Applicant Signature**

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**Date**

  
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## 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](mailto: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

  
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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](mailto: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.

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### **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.**