

Background Check Requirements and Resources

Applicants who are **not** employed or recently hired by the District of Columbia Public Schools (DCPS) must submit official background check results from the Federal Bureau of Investigation (FBI). For more information on the FBI background check process, please visit: <http://www.fbi.gov/about-us/cjis/background-checks>. You will need to:

- 1) Complete the application for a personal background check (DC does not have an agency number, so this process is not an option);
- 2) Supply a legible fingerprint card to the FBI (see below for possible fingerprinting agencies; best if completed on cardstock paper)
- 3) Have the background check results mailed to you (do not have them sent to our office directly);
- 4) Include the sealed envelope with your application packet.

Applicants may also want to check if the national background check services are provided by your local and/or state police offices.

Background Check & Fingerprinting Agencies

(The following is provided as a courtesy and is based on an Internet search; the information is accurate as of April 2013)

Company	Address	Contact Number	Office Hours	One of the following is required	Services
Central Business Service, Inc. <i>No website</i>	815 15 th Street, N.W. Suite #607 Washington, D.C. 20005 1634 I Street, N.W. #702 Washington, D.C. 20006	(202) 628-3716	9:00 a.m. – 5:00 p.m. Monday - Friday	Driver’s License, State Issued ID or Passport	Fingerprints Only
ID Services, Inc. www.idsystemsinc.com	1010 Vermont Avenue, N.W. Suite #221 Washington, D.C. 20006	(202) 265-6500	7:30 a.m. – 6:00 p.m. Monday – Friday	Driver’s License, State Issued ID or Passport	Fingerprints Only

Company	Address	Contact Number	Office Hours	One of the following is required	Services
Mobile Fingerprinting Service http://fbiandstatefingerprinting.com	1629 K Street, N.W. Washington, D.C. 20006	(202) 628-9393	Appointment only: leave a voicemail for a return call within 24 hours or the next business day	Driver's License, State Issued ID or Passport	Fingerprints Background Check Consultation
Rapid Background Check Solutions http://www.rapidbackgroundchecks.com/	3 Point Tekes (3PT) 3300 Pennsylvania Avenue, SE Washington, DC 20020 Citiwide Training Center Woodner Building 3636 16th Street, NW #AG39 Washington, DC 20011	1-866-220-9240	11:00am - 6:30pm Monday thru Saturday 9:00am - 5:00pm Monday thru Friday (No Appointment necessary at either site)	Driver's License, State Issued ID or Passport	Fingerprints Full background checks (FBI)
Approved FBI Channelers' List http://www.fbi.gov/about-us/cjis/background-checks/list-of-fbi-approved-channelers	Various	Various	Please visit websites	Please visit websites	Full background checks (FBI) Will need to send in fingerprint card

If you receive an email response of your background check results from any of the above, please print the email along with the results, and enclose both with your complete application packet.