

## 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/criminal-history-summary-checks/criminal-history-summary-checks>. If you choose to receive the background check directly from the FBI, you will need to:

- 1) Complete the Applicant Information Form (link above) to request a review of your own record (DC does not have an agency number, so the process of sending the results to an agency number 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). Information on where to send your fingerprint card is on the Applicant Information Form.
- 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 licensure application packet.

Applicants may also want to check if 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 <sup>th</sup> 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. <a href="http://www.idsystemsinc.com">www.idsystemsinc.com</a>	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 <a href="http://fbiandstatefingerprinting.com">http://fbiandstatefingerprinting.com</a>	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 <a href="http://rapidbackgroundchecks.com/index.html">http://rapidbackgroundchecks.com/index.html</a>	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 <a href="http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks/fbi-approved-channelers">http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks/fbi-approved-channelers</a>		Various	Please visit websites	Please visit websites	Full background checks (FBI)  Will need to send in fingerprint card

*\*Channelers are agencies with access to the FBI database, and results are usually processed quicker than the average 13 weeks it takes for the FBI to process a response. Please visit an individual channeler's website for information on how to apply and related costs.*

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.