BACKGROUND INVESTIGATION CHECK (BIC) FORM

This form must be submitted for all BICs completed through the Idaho State Department of Education (SDE).

Section I – Applicant’s Full Legal Name (Required/Please Print)  Date of Birth (Required)  EDUID (Optional)

Section II—Recent BIC/Fingerprinting

Indicate below if you have had a BIC completed through the SDE within the last six months.

☐ YES, I have completed a BIC through the SDE within the last six (6) months.

Approximate Date of BIC (MM/YY): ____________________

BIC Completed For:  ☐ Certification  ☐ Employment

Complete the rest of this form, no other forms or fees are needed.

☐ NO, I have not completed a BIC through the SDE within the last six (6) months.

Submit a completed fingerprint packet:

☐ BIC Form (this form)
☐ Fingerprint Card & Fee
☐ Instructions for Handling Fingerprint Cards Form
☐ Non-Criminal Justice Privacy Statement Form

Section III—Reason for BIC/Fingerprinting

Select all that are applicable.

☐ Idaho Educator Certification
☐ Student Teaching at an Idaho University/College:  ☐ Boise State University  ☐ Brigham Young University-Idaho  ☐ College of Idaho  ☐ Idaho State University  ☐ Lewis-Clark State College  ☐ Northwest Nazarene University  ☐ University of Idaho

For each of the reasons selected below, a corresponding Local Education Agency (LEA) and/or Contractor signature must be present in Section IV.

☐ Employment with an LEA
☐ Substitute Teacher (Only the LEA placing the individual on the substitute teacher list must sign below)
☐ School Bus Driver Contractor
☐ Other Contractor (Please specify: ____________________)
☐ Driver’s Education Instructor
☐ Volunteer with an LEA

If you will be volunteering with an LEA, please complete Section IV below. Please note that should you become employed with an LEA, a new BIC will be required for the reason of employment.

Section IV—Employment Verification

List all LEA/contractors you will be employed by or volunteering for at the time of form completion. Each LEA/contractor must sign and date in the appropriate spaces below. Failure to have all LEAs/contractors listed below may result in the required completion of additional BICs.

Substitute teachers need to list the originating district/charter only.

<table>
<thead>
<tr>
<th>LEA/Contractor Name &amp; Number</th>
<th>Printed Name Designee</th>
<th>Signature of Designee</th>
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Applicant Signature: ____________________  Date: ____________________

Idaho State Department of Education
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