



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)
Applicant’s Street Address (Required)	Applicant City, State, and Zip	Phone Number (Required)

Section II—Recent BIC/Fingerprinting
Indicate below if you have had a prior BIC completed through the SDE within the last six months.

<input type="checkbox"/> YES , I <u>have</u> completed a prior BIC through the SDE (other than this one) within the last six (6) months. Approximate Date of BIC (MM/YY): _____ BIC Completed For: <input type="checkbox"/> Certification <input type="checkbox"/> Employment Complete the rest of this form and submit to: bicforms@sde.idaho.gov . No other forms or fees are needed.	<input type="checkbox"/> NO , I <u>have not</u> completed a prior BIC through the SDE within the last six (6) months. Submit a completed fingerprint packet: <input type="checkbox"/> Fingerprint Card <input type="checkbox"/> Instructions for Handling Fingerprint Cards Form <input type="checkbox"/> BIC Form (<i>this form</i>) <input type="checkbox"/> Background Investigation Check Fee
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Section III—Reason for BIC/Fingerprinting
Select all that are applicable.

Idaho Educator Certification - If not employed yet, Section IV is not required.

Student Teaching at an Idaho University/College (**Section IV must be signed by Idaho College/University**):

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 District/Charter signature must be present in Section IV.

Employment with a District or Charter

Substitute Teacher (*Only the District or Charter placing the individual on the substitute teacher list must sign below*)

Contractor (Please specify: _____)

Volunteer with a District or Charter
If you will be volunteering with a District or Charter, please complete Section IV below. Please note that should a volunteer become employed by a District or Charter, a new BIC will be required for the reason of employment, regardless of when the volunteer BIC was completed.

Removal from Substitute Teacher List

Section IV—Employment Verification
List ALL Districts/Charters you will be employed by or volunteering for at the time of form completion. Each District/Charter must sign and date in the appropriate spaces below. Failure to have all Districts/Charters listed below will result in the removal of all previous Districts/Charters.

Note: For substitute teachers, only the District or Charter placing the individual on the substitute teacher list must sign below.

District/Charter/ Contractor		Printed Name Designee	Signature of Designee	Date
Name	Number			

Applicant Signature: _____ **Date:** _____