



# BACKGROUND INVESTIGATION CHECK (BIC) FORM

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.

☐ **YES**, I have 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: ☐ Certification ☐ Employment

Complete the rest of this form and submit to:

[bicforms@sde.idaho.gov](mailto:bicforms@sde.idaho.gov).

No other forms or fees are needed.

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

Submit a completed fingerprint packet:

☐ Fingerprint Card

☐ Instructions for Handling Fingerprint Cards Form

☐ BIC Form (*this form*)

☐ Background Investigation Check Fee

## 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 any University/College (**Section IV must be signed by 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 ☐ Out of State University

**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*)

☐ Statewide Contractor List (*Only the District or Charter placing the individual on the contractor list must sign below*)

☐ Contractor within a single district (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

☐ Removal from Statewide Contractor 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: \_\_\_\_\_