

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	
<i>Indicate below if you have had a BIC completed through the SDE within the last six months.</i>	
<input type="checkbox"/> YES , I <u>have</u> completed a BIC through the SDE 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, no other forms or fees are needed.	<input type="checkbox"/> NO , I <u>have not</u> completed a BIC through the SDE within the last six (6) months. Submit a completed fingerprint packet: <input type="checkbox"/> BIC Form (<i>this form</i>) <input type="checkbox"/> Fingerprint Card & Fee <input type="checkbox"/> Instructions for Handling Fingerprint Cards Form <input type="checkbox"/> Non-Criminal Justice Privacy Statement Form

Section III—Reason for BIC/Fingerprinting
<i>Select all that are applicable.</i>
<input type="checkbox"/> Idaho Educator Certification <input type="checkbox"/> Student Teaching at an Idaho University/College (Please indicate University/College: _____)
For each of the reasons selected below, a corresponding Local Education Agency (LEA) and/or Contractor signature must be present in Section IV.
<input type="checkbox"/> Employment with an LEA <input type="checkbox"/> Substitute Teacher (<i>Only the LEA placing the individual on the substitute teacher list must sign below</i>) <input type="checkbox"/> School Bus Driver Contractor <input type="checkbox"/> Other Contractor (Please specify: _____) <input type="checkbox"/> Driver’s Education Instructor <input type="checkbox"/> Summer School Educator <input type="checkbox"/> Volunteer with an LEA
<i>If you will be volunteering with 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.</i>

Section IV—Employment Verification			
<i>List <u>all</u> 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.</i>			
Substitute teachers need to list the originating district/charter only.			
LEA/Contractor Name & Number	Printed LEA/Contractor Designee	Signature of LEA/Contractor Designee	Date Signed

Applicant Signature: _____

Date: _____