

IOWA BOARD OF EDUCATIONAL EXAMINERS

Instructions for Completing Fingerprinting for FBI Background Check

You will need to contact your local police department or sheriff's office to set up an appointment to have your fingerprints taken at your expense. Have your fingerprints rolled carefully and legibly in the appropriate boxes. It is recommended two cards are completed in case one is rejected by the FBI.

Complete all appropriate items on the fingerprint card(s). Please print legibly. When you received your fingerprint cards, three boxes should have been completed in advance by our office. If the cards that you received does not have these boxes stamped with the appropriate information, please contact our office for a new cards. The three areas are: Employer and Address (This section should be preprinted "Board of Educational Examiners"), Reason Fingerprinted (This section should be preprinted "NCPA/VCA-Employment"), YOUR NO. OCA (This section should be preprinted "BOEE")

Be sure to complete the following boxes that are labeled: Residence (Address), Name (Last, First, Middle), Date of Birth (Month, Day, Year), Citizenship (Country), Sex, Race, HGT. (Height), WGT. (Weight), Eyes (Color), Hair (Color), Place of Birth (City, State), Social Security Number

DO NOT FOLD, STAPLE, BEND, TAPE, OR MODIFY the FBI fingerprint card.

Send the fingerprint card(s), and payment (if necessary) to the Iowa Board of Educational Examiners. The address may be found at the end of this form.

The non-refundable fee for a background check is \$75. **If you have begun/completed your application online and paid online for the background check, DO NOT include payment.** If you have not paid online with your application, mail payment and cards to:

Iowa Board of Educational Examiners
Grimes State Office Building
400 E. 14th St.
Des Moines, Iowa 50319-0147

Cards will only be held for 45 days without payment. After 45 days without receipt of payment (online or via check in the mail) the cards will be destroyed.