



ACADEMICAWEST

BACKGROUND CHECK INFORMATION

To work with or around the students at Maria Montessori Academy, you are required to complete a LiveScan Fingerprint and Electronic Background Check in accordance with Utah State Law.

Your start of employment or substituting is conditional until this is complete. This is top priority. Academica West offers fingerprint services at their office location. You may contact Kelsey Richardson in Human Resources to set up an appointment. Academica West HR department will notify the school after your appointment to watch for the processing.

You will need to take the attached billing sheet signed by administration with you to your appointment.

There is a LiveScan required payment of **\$25.00** due at the time of your prints (cash, check or card). Please make checks payable to Academica West. A picture ID (i.e., driver's license, state ID card, passport, etc.) is required for the fingerprinting services.

A processing fee of **\$37.00 to Maria Montessori Academy** is required in order for fingerprints to be processed. The fee covers the bill from BCI (Bureau Criminal Identification) which is billed directly to the school.

Please contact Kelsey Richardson in Human Resources if you have questions or would like to set up an appointment.

APPOINTMENTS/QUESTIONS

(801) 444-3865 or Kelsey@AcademicaWest.com
290 N. Flint St., Kaysville, UT 84037
Entrance is on the South side of the building

ACTIVE LIVESCAN FINGERPRINT LOCATIONS

Davis School District
45 E. State Street, Farmington, UT 84025
(801) 402-5550 or www.davis.k12.ut.us

Weber State University
McKay Education Building Room #022, College of Education; Ogden, UT 84408
See website for hours (www.weber.edu/fingerprinting)
Parking Available in lot A2 (free after 4pm on Thurs.)

OR
Ogden School District
1950 Monroe Blvd.
Bldg. 2, Rm 103
* check online for hours *
8am - 4pm during school year

Academica West Staff Purposes Only

Please Circle Payment:

Cash

Check

Card

Waived

**Request for Electronic Applicant Background Check
Billable to Maria Montessori Academy**

Type of Background Check Required and Agency Billing Code: <i>(Please circle only one):</i>	
\$35.75 WIN/FBI Rapback - Volunteer	B1721 (Maria Montessori Academy) – WIN/FBI
\$37.00 WIN/FBI Rapback - Employee	B1722 (Maria Montessori Academy) – WIN/FBI
Agency Authorization Signature: <u>Rene Baker</u>	
Date: <u>9/11/19</u>	

Please complete the following information prior to coming to your fingerprinting appointment.
ALL INFORMATION IS REQUIRED TO BE FINGERPRINTED
PLEASE PRINT

Last Name: _____ First Name _____ Middle Name (not Maiden) _____

Previously used last names (Maiden, other Married) _____

Date of Birth (YYYYMMDD): _____

Eye Color: _____

Hair Color: _____

Weight: _____

Height: _____

Gender: _____

SSN: _____

State of birth or **Foreign** country of birth: _____

Race: Asian Black Caucasian Hispanic Native American

Informed consent and release of liability

In connection with my application for employment at **Maria Montessori Academy**, I hereby authorize the above named agency to review my past and present employment, education, and conduct in a criminal history background check to ascertain any and all information which may be pertinent to my qualifications. I hereby submit to a nationwide, fingerprint-based criminal background check by the FBI and the Bureau of Criminal Investigation. I do hereby release all persons, organizations, or government agencies, from any damages of, or resulting from, furnishing such information.

Applicant Signature: _____ Date: _____

Please submit this form to MMA.

Informed consent and release of liability continued

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Applicant Signature: _____ Date: _____

Applicant Name Printed: _____

