

Background Check Information

All students entering a teacher education program at SIUE are required to have a criminal background check prior to any field placements.

- Background checks are done through the Madison County Regional Office of Education (ROE).
- Background checks are by appointment ONLY. To schedule an appointment, please phone the ROE at (618) 296-4530.
- The ROE is located at 157 N. Main Street, Suite 438 in Edwardsville.
- Bring the following items with you to your screening:
 - Payment of \$50 (Cash only)
 - Government Issue Photo ID

Failure to have a background check done will delay your field placement. You may not begin your field placement until the background check is completed and results are one file.

Please contact Lindsey Loyd at linloyd@siue.edu if you have any questions.

Regional Office of Education 41-Fingerprint Form

SIUE STUDENT TEACHER

Location: 157 North Main Street, Suite 438 Edwardsville, IL 62025

Location Note: You will find us in the Administration Building next to the Madison County Courthouse

Fingerprint Hours: Monday – Friday, **9:00am-3:30pm By Appointment**, Phone: 618-296-4530

Cost: \$50.00 CASH ONLY

Note: You will receive your fingerprint results in the mail. The results can take up to sixty days. **Please keep your results in a safe place, as you will need to take them to your placements.**

Please complete the below fields and make sure all information is legible to read

LAST NAME: _____ FIRST NAME: _____ MIDDLE INITIAL: _____

MAIDEN NAME/ALIAS: _____

DATE OF BIRTH: _____

DRIVERS LICENSE #: _____ STATE ISSUED IN: _____

PLACE OF BIRTH (State, or Country if outside of US): _____

ADDRESS WHERE YOU WANT RESULTS MAILED: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____

Gender: _____ Race: _____ Eye Color: _____ Hair Color: _____ Height: _____ Weight: _____

Applicant Verification and Authorization

By signing below, I acknowledge and hereby authorize the release of any criminal history record information that may exist regarding me from any agency, organization, institution, or entity having such information on file. I am aware and understand that my fingerprints may be retained and will be used to check the criminal history record information files of the Illinois State Police and/or the Federal Bureau of Investigation, to include but not limited to civil, criminal and latent fingerprint databases. I also understand that if my photo was taken, my photo may be shared only for employment or licensing purposes. I further understand that I have the right to challenge any information disseminated from these criminal justice agencies regarding me that may be inaccurate or incomplete pursuant to Title 28 Code of Federal Regulation 16.34 and Chapter 20 ILCS 2630/7 of the Criminal Identification Act.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

Purpose Code: CSE

ROE USE ONLY

Technician Signature: _____

Sex Offender Database Checked _____

Date: _____ Time: _____

Murder and Violet Offender Database Checked _____

****Form Effective November 2026. No other forms will be accepted. Privacy Statement on Page 2 must be included.**

Privacy Act Statement

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.