Fingerprint Background Check Request Form

CASE WESTERN RESERVE UNIVERSITY
Division of Public Safety

Campus Location: 1689 E. 115th St. Cleveland, OH 44106   Email: publicsafety@case.edu

Full Legal Name:

Email Address:

Date:

Reason for Background Check:

Is the background check State of Ohio mandated?   Yes   No

Type of Background Check:

☐ BCI Only, Electronic (select reason below)

☐ BCI & FBI, Electronic (select reason below)

☐ Standard FBI Fingerprint Card (FD-258)

For Electronic Background Checks, select a reason code(s) found on the BCI and FBI reason type chart:

- BCI Reason Code:

- FBI Reason Code:

Background Check Results Sent to/Direct Copy:

☐ Board:

☐ Yourself

☐ Mail - Mailing Address:

☐ Other - Name: Email address:

Payment for Background Check:

☐ CWRU Internal Payment Code (OPR,INS etc.):

☐ Credit Card (at the time of fingerprinting)

☐ Invoice - Company Name: