

**FULL BACKGROUND CHECKS REQUIRED OF
ALL CLINICAL LABORATORY SCIENCES (CLS) AT WEBER STATE UNIVERSITY (WSU)**

- 1] Use the two (2) FBI applicant fingerprint cards included with this document **or** request two (2) FBI applicant cards from WSU Police Department (WSPD). You can also call (BCI) Bureau of Criminal Investigation at (801)965-4569 to request the cards. WSPD is open on Tuesdays and Thursdays from 8:00 a.m. to 12:00 p.m. The cost at WSPD is \$20.00. You may also call WSPD 626-6460 or check. http://weber.edu/DailyBulletins/Everyone/WSPD_Fingerprinting_Service1.html for more information.
- 2] Take the FBI applicant fingerprint cards to your local or WSPD and have them fingerprint you (be sure to call ahead for the cost of the services and the days and times the police department provides fingerprinting services). FYI - BCI provides fingerprinting services Monday thru Friday from 8 am to 5 pm excluding holidays. An official at the police department must assure that the appropriate information is filled out on the fingerprint cards. Purpose of the request should be noted as "**Personal Request.**"
- 3] Then submit the following to the FBI:
 - a) Brief written explanation for purpose of request – "**Personal Use Request**" - must include your current mailing address. (You write or type this and mail with your fingerprint cards)
 - b) FBI applicant fingerprint card with your complete fingerprints (keep the 2nd card in case the card is rejected by the FBI and they need a new card).
 - c) \$18.00 Certified check or money order (No personal checks or cash) – must be made payable to the Treasury of the United States.
 - d) Please put on your request **letter and on the outside of the envelope** that you require it by **November 20** and they will try and honor the request.
 - d) Please allow 9 to 13 weeks for processing.
 - e) Please mail your request Certified Mail to:

**FBI
Attention: Records Request
1000 Custer Hollow Rd.
Clarksburg WV 26306
304-625-5590**

Please note: You must send your request to the FBI Certified Mail and turn in a copy of your Certified Mailing receipt along with this form to the CLS department.

- 4] After receiving your FBI report in the mail **DO NOT OPEN IT. Keep it sealed!** You must turn it into the **CLS Department**. **If the envelope is opened prior to submission to the CLS Department it will not be accepted and you will repeat the process.**
- 5] Please sign, date, and return this form **no later than November 20, 2005**. Please remember a copy of your "Certified Mailing" receipt must accompany this form. Please return this signed form to the CLS office to Amanda Harden, so it may be included in your student file.

IF YOUR RECORD REVEALS A HISTORY OF CONVICTED CRIMINAL ACTIONS IT MAY AFFECT YOUR ELIGIBILITY TO BEGIN (OR REMAIN IF YOU HAVE ALREADY STARTED THE PROGRAM). IF YOUR BACKGROUND CHECK DOCUMENTS A CRIMINAL CHARGE, THEN IT MAY BE REQUIRED BY YOU TO OBTAIN OFFICIAL VERIFICATION THAT THE CHARGE(S) HAVE BEEN DISMISSED OR OTHERWISE CLEARED. I REALIZE THAT I MAY BE EXPELLED FROM THE PROGRAM AND WILL NOT BE ENTITLED TO ANY REFUNDS OF TUITION DOLLARS OR OTHER FEES!

Signature _____ Date _____

Print Name _____