

Instructions for Completing the College of Education Background Check

1. Complete the **Central Registry Authorization of Release** form (available in the Office of Teacher Education, McWhinnie Hall room 100). Mail this form with a personal check or money order, payable to the State of Wyoming in the amount of **\$10.00** to:
Department of Family Services
Early Childhood Division
130 Hobbs Avenue
Cheyenne, WY 82009
2. Complete the NCPA/VCA Waiver and Release Form; have this notarized; and submit this form to the Office of Teacher Education. The form and a Notary are available in the Office of Teacher Education (OTE) McWhinnie Hall room 100. A photo ID is required.
3. Obtain your fingerprints through a law enforcement agency using the cards provided (cards are available in the Office of Teacher Education, McWhinnie Hall room 100).

The **University of Wyoming Police Department** (located on the corner of 15th & Flint) will ONLY process fingerprint cards on the following days:

Tuesday & Wednesday
11:30 am to 12:30 pm
4:30 pm to 5:30 pm

The UW Police Department will perform this service free of charge. Other law enforcement agencies may charge a fee for this service.

4. On the back of the orange fingerprint card is a Waiver that needs to be signed in the presence of a Notary Public (typically, law enforcement agencies will be able to do this at the time of fingerprinting).
5. Payments for the fingerprint cards need to be made payable to DCI, or Office of Attorney General in the amount of **\$28.00**. Payment must be in the form of a money order or a check made out on a business account. No personal checks accepted.
6. Fingerprint cards with payment need to be sent to:

Wyoming Division of Criminal Investigation
Tim Olsen
208 South College Drive
Cheyenne, WY 82002

If you have questions regarding the process please contact Jody Evans, McWhinnie Hall, room 100, ispivey@uwyo.edu, or 307-766-2230