Form 7

Applicant Consent/Release of Background Check Results

Certification License #: _____

Office of Certification
1900 Kanawha Boulevard, East
Building 6, Suite 550
Charleston, WV 25305
(304) 558-7010
wvde.us/certifications

Applicant Information & Consent

I understand according to W. Va. Code §18A-3-10, upon my written consent to the WVDE and within ninety (90) days of the State Police fingerprint analysis that the results of said analysis may be provided to a county board of education with which I am applying for employment without further cost to me. I understand that if I do not consent, I will have to undergo an additional state check for employment as per W. Va. Code §18-5-15c and I may be responsible for the cost of the background check.

_____

Certification License Number (Register or look-up your license number: https://wveis.k12.wv.us/certportal/)

_____ _____ _____

Last Name **First Name** **MI**

_____ _____

Applicant Signature **Date**

Applicant Consent for Release of Information to Non-WVDE Entities

☐ **Institution of Higher Education (IHE) Name:**_____
Check this box to release the results of the WV State Police criminal history background check to an institution of higher education (IHE) for the purposes of student teaching placement.

☐ **County Name:** _____
Check this box to release the results of the WV State Police criminal history background check to a county board of education for purposes of employment or student teaching.

Verification of Notary Public [REQUIRED]

Taken, Subscribed and Sworn Before Me this _____Day of _____ , 20_____.

_____ _____ _____.

State County My Commission Expires

Signature of Notary Public _____

Place Notary Seal Here

Form 7

Applicant Consent/Release of Background Check Results

Certification License #: _____

Office of Certification
1900 Kanawha Boulevard, East
Building 6, Suite 550
Charleston, WV 25305
(304) 558-7010
wvde.us/certifications

Consent Agreement, Police Records, and Challenge of Criminal History

Police records: I hereby request a record check be made to find any police record on me, the individual named below, and by submitting this request, I understand that the submitted information will be retained by the West Virginia State Police in the Automated Fingerprint Identification System. I am authorizing that the results of the record check be released to the West Virginia Department of Education (WVDE) for official business purposes.

Other Information: I hereby authorize any representative of the WVDE bearing this release or a copy of this release to obtain information pertaining to my personal background including, but not limited to, academic, athletic, achievement, attendance, personal history, disciplinary action, medical, credit or any other records regarding me. This release is executed with the full knowledge and understanding that the information is for the WVDE's official use. I further consent to the WVDE providing such information to any out-of-state educational agency should I apply for licensure in that state or already have been issued a license in such state. I further consent to the WVDE furnishing such information described above to third parties if necessary to the WVDE fulfilling its official responsibilities regarding my West Virginia application upon execution by such third parties' confidentiality agreement. I hereby release any individual, agency and institution from any and all liability for damages of whatever kind which may result from complying or attempting to comply in good faith with this authorization and request to release information. I may be contacted at the address indicated below should there be any questions as to the validity or authenticity of this release. As per Title 28.CFR, 16.34, you have the right to challenge the completeness or accuracy of your criminal history record by contacting the Federal Bureau of Investigation (FBI) directly. To challenge your WV State Police Criminal History Record, please visit https://www.wvsp.gov and complete a WVSP 136A form.

Requirement

According to W. Va. Code §18-A-3-10, any applicant for an initial license issued by the West Virginia Department of Education (WVDE) shall be fingerprinted by the West Virginia State Police in accordance with West Virginia Board of Education Policy 5202 in order to determine the applicant's suitability for licensure. The fingerprints shall be analyzed by the State Police for a state criminal history record check through the central abuse registry and then forwarded to the Federal Bureau of Investigation (FBI) for a national criminal history record check. Information contained in either the central abuse registry record or the FBI record may form the basis for the denial of a certificate for just cause. The applicant for initial certification pays for the cost of obtaining the central abuse registry record and the FBI record. Upon written consent to the WVDE by the applicant and within ninety days of the state fingerprint analysis, the results of a state analysis may be provided to a county board with which the applicant is applying for employment without further cost to the applicant. Information maintained by the WVDE or a county board of education which was obtained for the purpose of the criminal history check is exempt from the disclosure provisions of chapter 29B of West Virginia Code. Nothing in this section prohibits disclosure or publication or information in a statistical or other form which does not identify the individuals involved or provide personal information.