

CRIMINAL BACKGROUND CHECK (CBC) Form

You may not begin your service until we have completed a Criminal Background Check. Please print, complete, and return this form to your Teacher Education Team Secretary.

Please Note: If you have an issue that you think may preclude your participation in school placements, please contact Dr. Susan Dalebout in the College of Education Student Affairs Office (353-5054 or coesao@msu.edu).

PERSONAL INFORMATION

Last Name/Surname	First Name/ Given Name	Middle Initial
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Race: (Circle one) White Black Asian Pacific Islander American Indian/Alaskan Native Unknown

Gender (Male/Female)	Month of Birth (ex: January)	Day of Birth (XX)	Year of Birth (XXXX)
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Cell / Local Telephone (xxx-xxx-xxxx)	Email Address
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Where is your service placement? (ex: Boys and Girls Club)

If you are participating in service-learning as part of a course, please list course (ex: TE 250).

I understand that a **Criminal Background Check** will be conducted as part of a pre-placement screening. I authorize the *Center for Service-Learning and Civic Engagement* to process the above information using the *State of Michigan Police ICHAT System*. **All information is strictly confidential; however, in the event that the ICHAT search reveals a criminal history that makes it necessary for me to be removed from my school placement, I authorize the College of Education to share this information on a “need to know” basis.** I release the Center for Service-Learning and Civic Engagement from all liability in connection with this criminal background check. The background check will be shredded after the process is completed.

Applicant’s Signature

Date

IMPORTANT: The results of this inquiry are valid for two semesters. After that time another CBC form must be completed.