



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES**

2651 BURNET AVENUE
CINCINNATI, OHIO 45219

PHONE: 513-363-0100

FAX: 513-363-0105

District Form 8475-1F1

Security Badges & Background Checks

All employees, contractors, volunteers, and visitors at Cincinnati Public Schools (CPS) are required to display identification. **Sporadic or one-time visitors** receive a temporary security badge generated from the Lobby-Guard machine. Employees, contractors, volunteers or other individuals in school buildings on a regular basis need a security badge which is issued by the Office of Safety and Security Services ("Security Office") at the Education Center. A criminal records background check is **required** for the issuance of all security badges. Levels of background checks vary based on contact with students. See requirements below.

Background Checks			
Category	Local Check <small>(Obtain this background check from county where you had the most recent 5 years of continuous residence.)</small>	State Check - BCII <small>(The standard BCII background check is a fingerprint check required for any unsupervised contact with a child*.)</small>	Federal Check - FBI <small>(The standard FBI background check is a fingerprint check required for any unsupervised contact with a child*.)</small>
Employee		X	X
Student Teachers		X	X
Co-op Students		X	X
Police In CPS' employment		X	X
Interns: Consulting / Unpaid*	X		
Consultants*	X		
Contractors*	X		
Vendors*	X		
Chaperones*	X		
Chaperones (overnight/international trips)		X	X
Volunteer* (Coaches)	X		

***An individual in these categories who has any unsupervised contact with a student that is not accompanied with a CPS employee, must have the State (BCII) and Federal (FBI) checks completed if left one on one with a student(s).**

How to Obtain a Background Check:

- In Hamilton County, background checks are performed at the Justice Center, 1000 Sycamore Street, downtown.
- You will need to bring an official form of identification such as State ID or driver's license.
- The local background check is from the County you reside in and the cost is \$5.00. The BCII and FBI background check is \$66.00. Prices are subject to change.
- **Please note that a background check obtained online is not acceptable.**

How to Obtain a Security Badge:

- Bring the results of your local background check or the receipt from your BCII and FBI background check directly to the Security Office at the Education Center ("Ed Center") at the above address. When applying for a BCII and FBI background check, request the results to be sent directly to the attention of the Security Office.
- The Security Office is located on the first floor at the Ed Center. Enter the middle doors and check in at the front desk. The Security Office is open on Tuesdays and Thursdays from 7:30 A.M. - 2:30 P.M. to create security badges.