



CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES

2651 BURNET AVENUE
CINCINNATI, OHIO 45219

PHONE: 513-363-0100

FAX: 513-363-0105

Security Badge Authorization Form District Form-8475-1F2

Consultant / Contractor / Student Teacher / Volunteer

School/Building: _____

Consultant Name: _____ Company: _____

Contractor Name: _____ Company: _____

Student Teacher Name: _____ College: _____

Volunteer Name: _____

1. This person will have unsupervised contact*** with students? YES [] NO []
(Unsupervised contact means not accompanied by a CPS employee.)

2. Should this person have access to your building's doors? YES [] NO []

Administrator Name: _____ Title: _____
(please print)

Administrator Signature: _____ Date: _____

This form must be completed and signed by the building administrator, then faxed to the CPS Security Office prior to the issuance of any CPS badge.

How to Obtain Background Checks: (3 locations listed below)

- 1. Cincinnati Public Schools, Education Center, 2651 Burnet Ave, 45219 • Hours: Monday-Friday 7:30 a.m.-12:45 p.m. & 1:45 p.m.-2:45 p.m. Issues BCII and FBI only • 48 hour for results • Exact cash - \$50 - for BCII and FBI
2. University of Cincinnati, Edwards Building, Public Safety door No. 4, 51 W. Corry Blvd., off Jefferson, 45221, Clifton Hours: Monday-Friday 8:30 a.m.-4:00 p.m. Issues BCII and FBI only • Return the next day to receive your copy • Cash or credit card - \$66 - for BCII and FBI
3. Hamilton County Justice Center, 1000 Sycamore Street, 45202, downtown • Hours: Monday-Friday 7:00 a.m.-3:00 p.m. Issues BCII, FBI and Local for Hamilton County residents • Have report mailed to CPS; this can take 2-4 weeks. Cash only - \$66 - for BCII and FBI; \$5 for Local.
• 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.
• Prices are subject to change.
• Please note that a background check obtained online is not acceptable.

How to Obtain Security Badges:

- A Security Badge Authorization Form for all consultants, contractors, student teachers or volunteers must be signed by the building administrator.
• Bring the results of your local background check, or BCII and FBI background check, to the CPS Security Office at the Education Center (address above). When applying for a BCII and FBI background check, request that the results to be sent directly to the attention of the CPS Security Office. BADGES ARE ISSUED UPON RECEIPT OF ALL RESULTS.
• The CPS Security Office is located on the first floor at the Education Center. Enter the middle doors and check in at the front desk. Security Office is open Monday - Thursday from 7:30 a.m. - 3:00 p.m. to create security badges.
***All persons who have unsupervised contact with students must supply a BCII and FBI background check. (Unsupervised contact means not accompanied by a CPS employee.)