District Forms-8475-1F1
Security Badges & Background Checks

In Cincinnati Public Schools, one of our primary concerns is the safety of our students. As a result, we require security badges for anyone who is in our buildings. One-time visitors receive a temporary security badge generated from the Lobby-Guard machine.

Individuals who are in CPS' buildings on a regular basis need a security badge, which requires a background check. Levels of background checks required vary based on contact with students.

Category	Local Check (Obtain this background check from county where you had the most recent 5 years of continuous residence.)	State Check (This is the standard BCII state background check.)	Federal Check (This is the standard BCII background check, plus a fingerprint check, required for any unsupervised contact with a child.)
Background Checks			
Employee		X	X
Student Teachers		X	X
Co-op Students		X	X
Police			
In CPS' employ		X	X
Interns			
Consulting*	X		
Unpaid*	X		
Consultants*	X		
Contractors*	X		
Vendors*	X		
Volunteers*	X		

*__NOTE__: Individuals in these categories who have any unsupervised contact with a student must have the State and Federal checks completed if left one on one with students.

How to Obtain a Background Check
- In Hamilton County, background checks are performed at the Justice Center, 1000 Sycamore Street, downtown.
- You should bring with you some official form of identification such as State ID or driver's license.
- The local check is $5; the full three-level check is $66. Prices are subject to change.

How to Obtain a Security Badge
- Bring the results of your local background check, or the receipt from your level 2 or 3 background check, to CPS' Security Office.
- Please note that a background check obtained online is not acceptable.
- The office is 2651 Burnet Avenue in Corryville and is open to create security badges on Tuesdays and Thursdays from 7:30 a.m.-2:30 p.m.