MARQUETTE-ALGER
REGIONAL EDUCATIONAL SERVICE AGENCY

321 East Ohio Street • Marquette, MI 49855
(906) 226-5100 • FAX (906) 226-5134

CRIMINAL HISTORY RECORDS CHECK
INFORMATION AND INSTRUCTIONS

The Michigan Revised School Code and/or the Michigan Pupil Transportation Act require the Marquette-Alger Regional Educational Service Agency to obtain a criminal history records report (both State and Federal) on individuals applying for a position as a school administrator, a teacher, a bus driver, a position requiring State Board of Education approval, and for a position as a substitute teacher.

School Agency policy may also necessitate criminal history checks (Fingerprinting) on applicants for other positions.

Included in this packet is the LiveScan Form which you will need to give to YOUR FINGERPRINTING SERVICE. Identogo (290 Rublein St, Ste F) provides this service at a cost of $65.00 with an appointment. You can make an appointment online at: https://www.identogo.com/locations/michigan. You will need to enter our agency ID, which is 10192P, when you make an appointment. You will need to bring in the LiveScan form at the time of your fingerprinting. This completed form must be returned to the Substitute Teaching Office at 321 E. Ohio St. Marquette, MI 49855.

Thank you.

CRIMINAL BACKGROUND CHECK
APPLICANT ACKNOWLEDGMENT, AUTHORIZATION AND RELEASE

I _____, have returned to Marquette-Alger Regional Educational Service Agency officials the **completed LiveScan Form** which is proof that I have been fingerprinted. The fingerprints will be forwarded to the Michigan State Police and the Federal Bureau of Investigation for processing.

I also have read and understand the Criminal History Records Check Information and Instructions provided me by the Marquette-Alger Regional Educational Service Agency in connection with my application for employment.

I understand that the information contained on the criminal records check is required by the Central Records Division of the Michigan State Police and the Federal Bureau of Investigation in order to process criminal history records checks pursuant to the Michigan Revised School Code, the Michigan Pupil Transportation Act, and/or the policies of the Marquette-Alger Regional Educational Service Agency. I authorize the Marquette-Alger Regional Educational Service Agency to use this information for the purpose of obtaining my criminal history records check pursuant to Michigan law and/or Marquette – Alger Regional Educational Service Agency Policy.

Further, I understand that according to Michigan law, a criminal history background check is required and hereby give my voluntary consent to Marquette-Alger Regional Educational Service Agency and its agents to conduct this check in cooperation with both State and Federal law enforcement agencies. I also agree that Marquette-Alger Regional Educational Service Agency is authorized to obtain and receive copies of any criminal background check previously obtained regarding me in connection with my application for employment with any other Michigan public school or non-public school, to the extent that such disclosure is permitted by law. I release Marquette-Alger Regional Educational Service Agency and the sources of such criminal history background reports regarding me from any liability in connection with the disclosure or receipt of such information for purposes of processing my application for employment.

I understand that any offer of employment I may receive is contingent upon the review and evaluation by Marquette-Alger Regional Educational Service Agency of this criminal background information.

I also represent that the information provided on Attachment A to this Acknowledgment, Authorization and Release pertaining to my criminal record history is both complete and truthful. I fully understand that if the information obtained from the State Police and/or Federal Bureau of Investigation criminal records check reveals information that is inconsistent with my statements on Attachment A, any offer of employment, my employment and contract (if I am conditionally permitted to begin work prior to receipt of the criminal background information from the above agencies) will be terminated.

I also represent that my certificate, State Board of Education approval or any license necessary for the performance of the duties for which I am making application has not been suspended or revoked by the issuing agency and that there are currently no proceedings pending for revocation or suspension of that certificate, approval and/or license.

CHECK CRIMINAL BACKGROUND
APPLICANT ACKNOWELEDGEMENT, AUTHORIZATION AND RELEASE –2

I understand the provisions of Michigan law which establish criminal penalties for use of attempted use of a teaching certificate which has been suspended, revoked, nullified, fraudulently obtained, altered or forged or which has been issued to another person, in order to obtain employment in a position requiring a valid teacher or administrator certificate or State Board of Education approval. Further, I understand that Michigan law additionally provides criminal penalties for use or attempted use of a college or university transcript or other credentials which an applicant knows is fraudulently obtained, altered or forged or is that of another person, for the purpose of obtaining a teacher or administrator certificate or State Board of Education approval.

I also authorize Marquette-Alger Regional Educational Service Agency to contact any child protection agencies or registries, law enforcement authorities, and/or judicial authorities and to make pre-employment inquiries and to obtain any information and/or records related to me to determine if I have committed or have been convicted of any crimes and if there are any felony charges pending against me, including the nature of the crimes committed and/or the pending felony charges.

READ THIS DOCUMENT CAREFULLY

I hereby acknowledge that I have carefully read this document and that I understand and accept its terms.

_____ _____
Date (Full name - **please print**)

_____ _____
Witness Signature of Applicant

_____
Address

_____
Phone

CRIMINAL BACKGROUND CHECK
ATTACHMENT A

Pursuant to 1993 Public Act 284 and 1995 Public Act 83, as may be amended, (or their successor provisions), I, _____, represent that (check one):

_____ 1. I have **not** been convicted of, or pled guilty or nolo contendere (no contest) to any crimes.

_____ 2. I have been convicted of or pled guilty or nolo contendere (no contest) to the following crimes (use separate sheet to explain nature of conviction, date and court):

a. _____

b. _____

c. _____

I understand and agree that pursuant to the above statutes:

1. It is my responsibility to present all court documents involving my conviction to MARESA. Documents may include: Judgment of Sentence, Register of Actions, Certificate of Conviction or a copy of the Court Docket. **Fingerprint results are NOT court documents.**

2. The Board of Education of the school agency or governing body of the nonpublic school (the "School") must request a criminal history check on me from the Central Records Division of the Michigan Department of State Police and also from the Federal Bureau of Investigation.

3. If I have been permitted to render services to Marquette-Alger Regional Educational Service Agency, until these reports are received and reviewed by MARESA, I am regarded as a conditional employee; and

4 If the reports received from the State Police and/or Federal Bureau of Investigation are not the same as my representative(s) above respecting either the absence of any conviction(s) or any crimes of which I have been convicted, my employment contract is voidable at the option of MARESA.

I hereby authorize such a records check and agree to pay the fee charged for fingerprinting.

_____ _____
Date Signature

COUNTY OF MARQUETTE

Subscribed and sworn to before me this _____ day of _____, _____

_____
Notary Public
Marquette County, Michigan

My Commission Expires:_____

2c/c