



STATE OF DELAWARE
DEPARTMENT OF ELECTIONS

Information regarding Background Check and Child Protection Registry Check Requirements for School Board Candidates

Pursuant to Section 209(b) of Title 14 of the Delaware Code, before I may be appointed to or qualify as a candidate for membership on the State Board of Education or the board of a public school district or vocational-technical school district, I must obtain a fingerprinted Delaware and national criminal background check and Child Protection Registry (CPR) check under Section 309(a) of Title 31 of the Delaware Code.

At the time of school board candidate filing, candidates will be considered **provisional** candidates and the candidate will be posted with the status of “provisional” in the listing of candidates on the Department’s website.

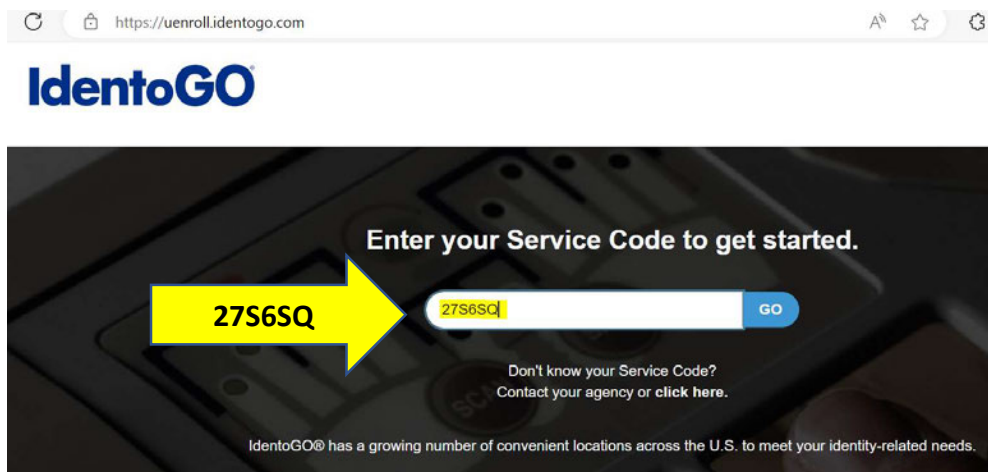
Pursuant to 14 Del. C. § 209, the State Election Commissioner will receive and review each individual candidate’s completed State of Delaware and Federal Criminal History background check and their CPR check and determine whether an individual is qualified for election for the office of school board member. Once the Commissioner has determined a candidate is **qualified**, the Department will change the candidate’s status from “provisional” to “qualified” on the candidate list on the Department’s website, and the candidate filing will be considered official, and the candidate qualified for the office of school board member.

Information on obtaining a Delaware and Federal criminal history background check is available on the Delaware State Police website, <https://dsp.delaware.gov/obtaining-a-certified-criminal-history/>.

There are **9 locations** statewide serving individuals who need to obtain a criminal history background check. When an individual makes an appointment, they may choose from any of the available locations.

The fee for a certified State of Delaware and Federal Criminal History is **\$85.00**. Please note that the Department cannot accept this payment on behalf of the SBI.

SBI encourages individuals to make an appointment online at <https://uenroll.identogo.com>. On the portal, enter the Department of Elections Service Code, **27S6SQ** in the “Enter Code” field:



Once an individual has made an appointment, SBI will email the individual confirming the appointment.

PLEASE NOTE: Individuals who do not have access to the internet may call SBI to schedule an appointment at 1-866-761-8069. Candidates may make the call to schedule their appointment for a Delaware and Federal criminal history background check.

Please see the Identogo Fingerprint Service Code Form on the next page for criminal history background check appointment information for school board candidates.

Fingerprint Service Code Form

Service Name: Public School Employment – School Board Candidate

To Schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code

27S6SQ

*Service Code is unique to your hiring/licensing agency. **Do not use this code for another purpose.***

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- Department of Defense Common Access Card
- Uniformed Services Identification Card (Form DD-1172-2)
- U.S. Military Identification Card
- U.S. Coastguard Merchant Mariner Card
- Military Dependent's Identification Card
- U.S. Passport
- Foreign passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

Name Linking Documents (only needed if name on identification does not match name in registration):

- Original or Certified Copy of a Court Ordered Name Change Document (to include marriage certificates and divorce decrees)



Don't have access to the Internet? You can still schedule an appointment by calling **866.761.8069**.