



STUDENT PROCEDURE GUIDE
FOR:

WAKE COUNTY PUBLIC SCHOOL SYSTEM

STUDENT TEACHER PROGRAM

***WCPSS
RECRUITMENT & RETENTION***

January 2010
Revised

Table of Contents



Student Request Procedure.....	3
WCPSS R & R Request Form.....	4
Pricing.....	5

Criminal Background Request Procedure WCPSS Student Teacher Program

Students have 3 available options from which to choose when requesting Criminal Background Checks from Carolina Information/US InfoGroup:

1. Online Request

- a. Go to: www.usinfogroup.com
- b. Select "Special Online Searches"
- c. Click on the Health Services link
- d. Enter the following USERID and Password:
UserID: wcpssr&r
Password: student
- e. Fill out all the required fields
- f. Click on "Transmit"
- g. You will be notified of your total charges. The Criminal Background Check will be done upon successful verification of funds.

2. Fax attached form: (Page 4)

- a. Complete all areas of the request form
- b. Missing or illegible information will delay the completion of the Criminal Background Check
- c. You will be notified of your total charges. The Criminal Background Check will be done upon successful verification of funds.

3. Call Carolina Information/US InfoGroup (919) 570-9861 to initiate the Criminal Background Check. The following information will be required:

- a. Full Name (including Maiden name(s))
- b. Date of Birth
- c. Social Security Number
- d. Driver's License Number
- e. Current Address
- f. All addresses for the past 10 years, or since 18 years old
- g. Debit or Credit card number, expiration date, and name as it appears on the Debit or Credit card (Visa or Mastercard)
- h. You will be notified of your total charges. The Criminal Background Check will be done upon successful verification of funds.
- i. Payments made by money orders must be requested by phone method

WCPSS STUDENT TEACHER PROGRAM
Waiver and General Release
Request Form

 FULL NAME (LAST) (FIRST) MI MAIDEN/OTHER

 OTHER NAMES USED IN THE LAST 10 YEARS (DATES) DAYTIME PHONE NUMBER

 SEX RACE SOCIAL SECURITY NUMBER

 DATE OF BIRTH DRIVER'S LICENSE NUMBER STATE

List all of your places of residence for the past ten (10) years, beginning with your current address

STREET	CITY	COUNTY	STATE	ZIP	FROM-TO

RECEIVING ORGANIZATION

Name: _____ Contact Name: _____

Fax Number: _____ Email Address: _____

I hereby expressly authorize **WCPSS**, its agents and employees to make any investigation of my personal or employment history, expressly including, but not limited to, federal and or state criminal, law enforcement or traffic records. I further authorize any former employer, person, firm, corporation, credit agency, administrative body or governmental agency to give any personnel information they may have regarding me. In consideration of the review of my employment application by **WCPSS** and any and all providers of information to whom this release is sent from any liability as a result of furnishing or receiving this information.

I certify that all information provided on this application supplement is accurate and complete.

 Signature Date

Fax to Carolina Information: (919) 570-9864 or call (919) 570-9861 to speak to a customer representative

BILLING INFORMATION

All background searches are on a pre-pay basis. The following forms of payment are accepted.

Visa Master Card Debit Card Money Orders**

Credit Card # _____ 3 Digit Security # _____ Exp. Date _____

Name on Credit Card _____

Make **Money Order payable to **Carolina Information**. Criminal Background search will not be done until the individual's money order has been received in our office.

“WCPSS STUDENT TEACHER PROGRAM” needs to be written in the **memo** section.

<u>State</u>	<u>Pricing Results</u>	<u>Description</u>
<u>Alaska Searches</u>		
Search Cost	\$25.00 2-4 days	<i>Court Records, Misdemeanor and Felony. Some traffic</i>
<u>Alabama Searches</u>		
Search Cost	\$25.00 Same day	<i>Court Records, Misdemeanor and Felony</i>
<u>Arkansas Searches</u>		
Search Cost	\$25.00 2-4 days	<i>Court Records, Misdemeanor and Felony. Some traffic</i>
<u>Arizona Searches</u>		
Search Cost	\$25.00 Same day	<i>Court Records, Misdemeanor and Felony</i>
<u>California Searches</u>		
Search Cost	\$18.00 Same day	<i>County Only, Misdemeanor and Felony</i>
<u>Colorado Searches</u>		
Search Cost	\$25.00 Same day	<i>Court Records, Misdemeanor and Felony</i>
<u>Connecticut Searches</u>		
Search Cost	\$25.00 Same day	<i>Court Records, Misdemeanor and Felony</i>
<u>Delaware Searches</u>		
Search Cost	\$21.00 2-4 days	<i>Court Records, Misdemeanor and Felony</i> Signed releases required
<u>District of Columbia Searches</u>		
Search Cost	\$20.00 Same day	<i>Court Records, Misdemeanor and Felony</i>
<u>Florida Searches</u>		
Search Cost	\$35.00 Same day	<i>Court Records, Misdemeanor and Felony</i>
<u>Georgia Searches</u>		
Search Cost	\$30.00 2-4 days	<i>Court Records, Misdemeanor and Felony, Arrest Records</i> Signed releases required
<u>Hawaii Searches</u>		
Search Cost	\$30.00 2-4 days	<i>Court Records, Misdemeanor and Felony</i> Signed releases required
<u>Idaho Searches</u>		
Search Cost	\$30.00 Same day	<i>Court Records, Misdemeanor and Felony</i>
<u>Illinois Searches</u>		
Search Cost	\$20.00 Same day	<i>Court Records, Misdemeanor and Felony</i>
<u>Indiana Searches</u>		
Search Cost	\$20.00 Same day	<i>Court Records, Misdemeanor and Felony</i>

<u>Iowa Searches</u>	
Search Cost	\$20.00 Same day <i>Court Records, Misdemeanor and Felony</i>
<u>Kansas Searches</u>	
Search Cost	\$35.00 Same day <i>Court Records, Misdemeanor and Felony</i>
<u>Kentucky Searches</u>	
Search Cost	\$25.00 Same day <i>Court Records, Misdemeanor and Felony</i>
<u>Louisiana Searches</u>	
Search Cost	\$22.00 2-4 days <i>County Only, Misdemeanor and Felony</i> Signed releases required
<u>Maine Searches</u>	
Search Cost	\$25.00 Same day <i>Court Records, Misdemeanor and Felony</i>
<u>Maryland Searches</u>	
Search Cost	\$35.00 Same day <i>Court Records, Misdemeanor and Felony</i>
<u>Massachusetts Searches</u>	
Search Cost	\$26.00 2-4 days <i>Court Records, Misdemeanor and Felony</i> Signed releases required
<u>Michigan Searches</u>	
Search Cost	\$25.00 Same day <i>Court Records, Misdemeanor and Felony</i>
<u>Minnesota Searches</u>	
Search Cost	\$25.00 Same day <i>Court Records, Misdemeanor and Felony</i>
<u>Mississippi Searches</u>	
Search Cost	\$25.00 Same day <i>Court Records, Misdemeanor and Felony</i>
<u>Missouri Searches</u>	
Search Cost	\$25.00 Same day <i>Court Records, Misdemeanor and Felony</i>
<u>Montana Searches</u>	
Search Cost	\$25.00 Same day <i>Court Records, Misdemeanor and Felony</i>
<u>Nebraska Searches</u>	
Search Cost	\$25.00 Same day <i>Court Records, Misdemeanor and Felony</i>
<u>Nevada Searches</u>	
Search Cost	\$25.00 Same day <i>Court Records, Misdemeanor and Felony</i>
<u>New Hampshire Searches</u>	
Search Cost	\$45.00 2-4 days <i>Court Records, Misdemeanor and Felony, County Only</i> Signed releases required

<u>New Jersey Searches</u>	
Search Cost	\$25.00 Same day <i>Court Records, Misdemeanor and Felony</i>
<u>New Mexico Searches</u>	
Search Cost	\$20.00 Same day <i>Court Records, Misdemeanor and Felony</i>
<u>New York Searches</u>	
Search Cost	\$25.00 2-4 days <i>Court Records, Misdemeanor and Felony</i>
<u>North Carolina Searches</u>	
Search Cost	\$8.00 Same day <i>Court Records, Misdemeanor and Felony</i>
<u>North Dakota Searches</u>	
Search Cost	\$25.00 Same day <i>Court Records, Misdemeanor and Felony</i>
<u>Ohio Searches</u>	
Search Cost	\$25.00 Same day <i>Court Records, Misdemeanor and Felony</i>
<u>Oklahoma Searches</u>	
Search Cost	\$25.00 Same day <i>Court Records, Misdemeanor and Felony</i>
<u>Oregon Searches</u>	
Search Cost	\$25.00 Same day <i>Court Records, Misdemeanor and Felony</i>
<u>Pennsylvania Searches</u>	
Search Cost	\$35.00 2-4 days <i>Court Records, Misdemeanor and Felony</i>
<u>Rhode Island Searches</u>	
Search Cost	\$20.00 Same day <i>Court Records, Misdemeanor and Felony, County Search</i>
<u>South Carolina Searches</u>	
Search Cost	\$35.00 Same day <i>Court Records, Misdemeanor and Felony</i>
<u>South Dakota Searches</u>	
Search Cost	\$26.00 2-4 days <i>Court Records, Misdemeanor and Felony</i>
<u>Tennessee Searches</u>	
Search Cost	\$25.00 Same day <i>Court Records, Misdemeanor and Felony</i>
<u>Texas Searches</u>	
Search Cost	\$25.00 Same day <i>Court Records, Misdemeanor and Felony</i>
<u>Utah Searches</u>	
Search Cost	\$25.00 2-4 days <i>Court Records, Misdemeanor and Felony</i>
<u>Vermont Searches</u>	
Search Cost	\$45.00 2-4 days <i>Court Records, Misdemeanor and Felony, County Only</i> Signed releases required

Virginia Searches

Search Cost \$25.00 Same day *Court Records, Misdemeanor and Felony*

Washington Searches

Search Cost \$25.00 Same day *Court Records, Misdemeanor and Felony*

West Virginia Searches

Search Cost \$13.00 2-4 days *County Records Only, Misdemeanor and Felony*
Signed releases required

Wisconsin Searches

Search Cost \$20.00 Same day *Court Records, Misdemeanor and Felony*

Wyoming Searches

Search Cost \$50.00 2-4 days *Court Records, Misdemeanor and Felony, County Only*
Signed releases required

INTERNATIONAL SEARCHES PRICING

<u>Country</u>	<u>Pricing</u>	<u>Results</u>	<u>Description</u>
Canada	\$75.00	3-5 days	<i>Court Records, Misdemeanor and felony</i>
Puerto Rico	\$75.00	3-5 days	<i>13 Tribunal Courts, Felony Only</i>
Guam	\$75.00	3-5 days	<i>Superior Court</i>
England	\$75.00	3-5 days	<i>Court Records, Misdemeanor and felony</i> <i>Note: Must have Postal Code</i>
Scotland	\$75.00	3-5 days	<i>Court Records, Misdemeanor and felony</i>
Wales	\$75.00	3-5 days	<i>Court Records, Misdemeanor and felony</i>
Ireland	\$75.00	3-5 days	<i>Court Records, Misdemeanor and felony</i>

Due to the constant changing of international pricing, we cannot guarantee these prices.
When a request for an international search is given you will be given the most current pricing available.