



Background Check Process for Boone County Schools

State Law (KRS 160.380) requires the completion of two (2) separate background checks before the following individuals can be employed by, or serve the students of, a Kentucky public school district:

- Each new certified, classified, substitute hire;
- A non-faculty coach or non-faculty assistant as defined under KRS 161.185;
- A student teacher;
- A school-based decision making council parent member

The two (2) required background checks are:

1. Criminal background check by the Federal Bureau of Investigation (FBI) and Kentucky State Police
2. Child Abuse and Neglect (CAN) check by the Kentucky Cabinet for Health and Family Services

FBI/State Background Check Process

The required FBI/State background check is completed by Identogo / IDEMIA at their various locations throughout Northern Kentucky. Below are directions for registration, and completion, of the FBI/State background check:

Identogo Locations: (Hours vary by location - [Click here](#) for location hours)

Florence

71 Cavalier Blvd
Suite 209
Florence, KY 41042

Newport

799 Ann St
Newport, KY 41071

Cold Spring

1010 Windsor Dr
Suite 103/104
Cold Springs, KY 41076

1. The cost of the FBI/State Background check is \$51.25, payable by credit card or money order to Identogo at the time of registration
2. To Schedule your ten-minute fingerprint appointment:
 - a. Go to <https://uenroll.identogo.com> OR
 - b. Call 1-844-543-9714
3. Enter the following Service Code **27FY8Q** when prompted
 - a. This code directs background check results to Boone County Schools; failure to use this code will delay your ability to start in any capacity with the District
4. Follow the on-screen prompts
 - a. When asked for your "Occupation" during the registration process, be sure to choose the appropriate choice from the following:
 - i. New Certified/Classified/Substitute Hire
 - ii. Non faculty coach/assistant (any individual hired as an athletic coach or club sponsor who does not work for the school District as a certified or classified employee)
 - iii. Student Teacher
 - iv. School Based Decision Counsel
5. [CLICK HERE](#) to review the Identogo Fingerprint Service Code Form before attending your fingerprint appointment to ensure you have the proper identification necessary for the background check
6. The District will automatically receive your background check results if you used the service code 27FY8Q



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Child Abuse and Neglect Check Process

The required Child Abuse and Neglect (CAN) Check is conducted online through the Cabinet for Health and Family Services website. Below are directions for registration, and completion, of the CAN check:

1. The cost of the CAN check is \$10.00, payable by credit or debit card to the Cabinet for Health and Family Services at the time of online registration
2. Go to the following website: <https://ssointernal.chfs.ky.gov/>
3. Select "Citizen or Business Partner" then "Create Account"
4. A link to complete account creation will be sent to your email
5. After completing account creation, log into your account
6. Select "All Apps" from the menu of options across the top of the screen
7. Once the white boxes of options appear, click "Enroll" on the "CAN Payment and Verification" white box
8. Select "Forms" in the upper left corner of the screen
9. Choose "Central Registry Check (DPP-156)" from the drop-down menu
10. Check the following: "Public School Employee, Student Teacher, Contractor, or School-Based Decision-Making Council Member (Required by KRS 160.380)"
11. Under "Date of Initial Hire", enter today's date
12. Check the Employer / Agency Information box that states "In addition to receiving the results myself, I authorize the CHFS to share the results with the following employer or agency" and add the following Employer/Agency Information:
 - a. Employer Name: Boone County Schools
 - b. E-mail: carla.black@boone.kyschools.us
 - c. Address 1: 8330 US HWY 42
 - d. City: Florence
 - e. State: KY
 - f. Zip: 41042
13. View/Upload Documents will require an upload of identification such as Driver's License/State Issued Photo ID, Passport, or Social Security Card
 - a. Scan or take a picture of your ID and save to your computer
 - b. Select "Choose File" and add your saved ID file
 - c. Click "Upload"
 - d. Click "Submit"
14. Click "Pay by Credit/Debit Card"
15. Click "Proceed to Esign"
16. Click "Sign and Pay"
17. Enter credit/debit card information
18. Click "Next"
19. Click "Pay Now"
20. If successful, message will state "Thank you for your payment! Your payment is confirmed"
21. Forward a copy of your e-mail submission notice to carla.black@boone.kyschools.us

Once you have completed both your FBI/State Background check and CAN checks, a member of the Human Resources team will contact you with next steps. Contact Human Resources at 859-282-2374 for assistance.