



CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY AND SECURITY SERVICES

2651 BURNET AVENUE
CINCINNATI, OHIO 45219

PHONE: 513-363-0100

FAX: 513-363-0105

Security Badge Authorization Form District Form-8475-1F2

Consultant / Contractor / Student Teacher / Volunteer

School/Building: _____

Consultant Name: _____ Company: _____

Contractor Name: _____ Company: _____

Student Teacher Name: _____ College: _____

Volunteer Name: _____

1. This person will have unsupervised contact*** with students? YES [] NO []
(Unsupervised contact in person or virtual means not accompanied with a CPS Employee)

2. Should this person have access to your building's doors? YES [] NO []

Administrator Name: _____ Title: _____
(please print)

Administrator Signature: _____ Date: _____

Changes: Make an appointment for background check and badges at the CPS Education Center at:
https://www.cps-k12.org/families-students/student-safety/employee-badges Hover over the work Badges or Fingerprints to see available appointment times,
then click to reserve the selected time slot.

This form must be completed and signed by the administrator of the building then faxed to The Security Office prior to the issuance of any CPS Badge.

How to Obtain a Background Check: (locations listed below)

- 1. Cincinnati Public Schools, Education Center, 2651 Burnet Ave, 45219. Hours: Monday-Friday 8 a.m. - Noon. & 1:45 p.m. - 2:45 p.m.
Issue BCII and FBI only • 48 hour for results • Exact cash \$50.00 for BCII and FBI • Prices are subject to change
2. Hamilton County Justice Center, 1000 Sycamore Street, 45202 downtown. Hours: Monday-Friday 7:00 a.m.-3:00 p.m.
• Issue Local for Hamilton County residents • Cash only \$5.00 for Local • Prices are subject to change.
• Bring an official form of identification such as State ID or driver's license.
• The local background check is from the County you reside in.
• Please note that a background check obtained online is not acceptable.
• Bring the results of your local background check or BCII and FBI background check to the Security Office at the Education Center (above address).
When applying for a BCII and FBI background check, request the results to be sent directly to the attention of the CPS Security Office.

How to Obtain a Security Badge:

- A Security Badge Authorization Form for all consultants, contractors, student teachers or volunteers must be signed by the Administrator.
• The Security Office is located on the second floor at the Education Center through the Employee Care Center. Enter the middle doors and check in at
the front desk. The Security Office Hours: Monday-Thursday 8 a.m. - Noon. & 1:00 p.m. - 3:00 p.m.
• BADGES ARE ISSUED UPON RECEIPT OF ALL RESULTS.
Lost badge fee is \$10.00.

***All persons who have unsupervised contact in person or virtual with students must also supply a BCII
and FBI background check. (Unsupervised contact means not accompanied with a CPS Employee)