

**CINCINNATI PUBLIC SCHOOLS  
OFFICE OF SAFETY SERVICES**

2651 BURNET AVENUE  
CINCINNATI, OHIO 45219

PHONE: 513-363-0100

FAX: 513-363-0105

**Safety Badges & Background Checks** District Form 8475-1F1

All employees, consultants, contractors, student teachers, volunteers and visitors at Cincinnati Public Schools (CPS) are required to display CPS issued identification. **Sporadic or one-time visitors** receive temporary security badges generated from the Lobby-Guard machine. Employees, consultants, contractors, student teachers, volunteers or other individuals in school buildings on a regular basis need a CPS security badge issued by the Office of Safety Services at the Education Center. Criminal records background checks are **required** for the issuance of all security badges. Levels of background checks vary based on contact with students. See requirements below.

<b>Background Checks</b>			
<b>Category</b>	<b>Local Check</b> (Obtain this background check from the county where you had the most recent 5 years of continuous residence.)	<b>State Check - BCII</b> (The standard BCII background check is a fingerprint check required for any <b>unsupervised contact with a child*</b> .)	<b>Federal Check - FBI</b> (The standard FBI background check is a fingerprint check required for any <b>unsupervised contact with a child*</b> .)
Employee		X	X
Student Teachers / Co-op Students		X	X
Police In CPS' employment		X	X
Chaperones* / Volunteer*	X		
Chaperones (overnight/international trips)		X	X
Coaches / Volunteer Coaches		X	X
Consultants* / Contractors* / Vendors*	X		

**\*An individual in these categories who has any unsupervised contact with a student that is not accompanied by a CPS employee, must have the State (BCII) and Federal (FBI) checks completed if left one-on-one with a student(s).**

[Badge Appointment](#) Select available appointment time, then click to reserve the selected time slot.

**How to Obtain a Background Check: (Locations listed below)**

1. Cincinnati Public Schools, Education Center, 2651 Burnet Ave, 45219. **Hours:** Monday-Thursday 9:30 a.m.- 12:30 p.m. & 1:30 p.m. - 3:00 p.m.  
**Issue BCII and FBI only** • 48 hour for results, some can take up to 30 business days • **Payment: credit card or exact cash \$68.00 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** • \$5.00 cash only 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 HR Department.
3. **Facilities Contractors meet with the Facility Management and go through an onboarding process.**

**How to Obtain a Safety Badge:**

- School / Department must enter Non-CPS person into BusinessPlus for all consultants, contractors, student teachers or volunteers. Once the Administrator approves in workflow they will be assigned a NCPS number.
- The Office of Safety Services has a badge station in the Employee Care Center. Enter the middle doors and check in at the front desk. The Badge Station **Hours:** Monday-Thursday 8:30 a.m. - 12:00 p.m. & 1:00 p.m. - 3:30 p.m.
- **BADGES ARE ISSUED UPON RECEIPT OF ALL RESULTS AND THE RIGHTS AND RESPONSIBILITY LOG IS SIGNED**
- **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)**