
Criminal Background Check Information

Both a State and Federal Criminal Background Check are required and must be obtained through the Delaware State Police State Bureau of Identification Unit (SBI). The current fee is \$69.00. You may use cash, credit or debit cards, bank checks, money orders, or company checks made out to Delaware State Police. They do not accept personal checks.

A Criminal History Background Check is obtained through fingerprints. You will need to bring a photo identification. A Driver's License, School ID, or State ID would be sufficient. It is not required to be a Delaware License. You do not need to bring a social security card or a birth certificate.

Newark, Delaware – By Appointment Only

Delaware State Police State Bureau of Identification (Troop 2): The office is located in Troop 2, on Route 40, in Bear, just west of the Fox Run Shopping Center, between Route 72 and Route 896.

Making an Appointment:

- You **MUST** call and **schedule an appointment** utilizing one of the following Appointment Help Line contact numbers: 1-800-464-4357 or 302-739-2528. **WALK INS ARE NOT ACCEPTED.**
- Upon arrival, report in with the receptionist no later than your scheduled appointment.
- The results of the completed Background/Criminal History check will not be returned the same day, but will be forwarded to the recipient as soon as operationally possible. **Please identify recipient as: Odyssey Charter School; Attn: Sandy Larson, Human Resources.**
- **You will be given a receipt upon completion of your fingerprinting which is to be turned into Odyssey Charter School HR Department; Attn: Sandy Larson, within 48 hours of appointment.**

Hours of Operation:

- Monday, Wednesday, Thursday and Friday, 8:30 am to 3:15 pm; closed for lunch from 12:00 pm to 12:30 pm
- Tuesday, 11:30 am to 6:15 pm; closed for lunch from 4:00 pm to 4:30 pm

Dover, Delaware – No Appointment Necessary

Delaware State Police State Bureau of Identification (Dover): The office is located at 655 South Bay Road, Dover, DE 19901. The building is located in the Blue Hen Mall and Corporate Center, Suite 1B. The Dover location will be the only location available for all services every weekday and does not require an appointment.

Hours of operation are:

- Mondays, 8:30 am to 6:30 pm
- Tuesday through Friday, 8:30 am to 3:30 pm
- **No appointments are necessary; they are a walk in facility.**
- Call 302-739-5871 for information and directions.
- The results of the completed Background/Criminal History check will not be returned the same day, but will be forwarded to the recipient as soon as operationally possible. **Please identify recipient as: Odyssey Charter School; Attn: Sandy Larson, Human Resources.**
- **You will receive a receipt which is to be turned into Odyssey Charter School HR Department within 48 hours of appointment.**

Criminal Background Check Options

Name (Print): _____

Position: _____

Please choose one of the following four options:

- Option 1 - Release** - I had a state and federal Criminal Background Check conducted by the Delaware State Police Bureau of Identification within the previous 12 months **and** I have been continuously employed (worked in that same district for at least ninety one (91) working days in the prior school year) **and** have provided the Odyssey Charter School Human Resources representative with a Release Form in order for Odyssey Charter School Human Resources to obtain my original criminal background check results from my previous District/State Agency.

- Option 2 - Release** - I had a state and federal Criminal Background Check conducted by the Delaware State Police Bureau of Identification within the previous 12 months and have provided the Odyssey Charter School Human Resources representative with a Release Form in order for Odyssey Charter School to obtain my original criminal background check results from the State Agency or School District where the results were sent to.

- Option 3 - Receipt** - I recently had my fingerprints taken and instructed the Delaware State Police State Bureau of Identification to forward the results to the Odyssey Charter School. I have provided the Odyssey Charter School Human Resources Department with a copy of the receipt provided to me by the State Police.

- Option 4 - Walk-In (Dover)** - I will go to the Delaware State Police State Bureau of Identification located in Dover, Kent County within the next 4 business days and will turn in the receipt for the fingerprinting to the Odyssey Charter School Human Resources Department within 48 hours of receiving the receipt.

- Option 5 - Appointment (Newark)** - I will make an appointment with the Delaware State Police State Bureau of Identification located in Newark, Delaware within the next 2 business days and will notify Odyssey Charter School Human Resources immediately thereafter of the date and time of my appointment. I will turn in the receipt for the fingerprinting to the Odyssey Charter School Human Resources Department within 48 hours of receiving the receipt.

Signature

Date

**Delaware Public School District
Release for Criminal Background Check Information**

Name:	
Social Security #:	
Date of Birth:	
Address:	
Telephone:	

Pursuant to 11 Del.C. § 8570, et. Seq., and the regulations of the State Board of Education pertaining thereto, the following release is required of every applicant for employment in a Delaware School District for the 1994-95 school year and subsequent years.

I hereby give permission for the _____ School District/State Agency which holds the original of the criminal background check performed on me by the State Bureau of Identification of the Delaware State Police to confirm the receipt of that original and to send the original of the criminal background check performed on me and any subsequent criminal history to the Odyssey Charter School HR Department at the following address:

**Odyssey Charter School
Attention: Sandy Larson, Human Resources
4319 Lancaster Pike
Bldg #22 Barley Mill Plaza
Wilmington, DE 19805**

Signature

Date

The information contained in a Criminal Background Check is CONFIDENTIAL

HR Use Only: Release Scanned Date _____