

1. Instructions and forms for licensure application can be found at: www.education.uiowa.edu/tess/license
2. Fingerprint materials in a yellow folder containing 2 fingerprint cards, a sample fingerprint card, and a copy of these instructions may be picked up from the Office of Teacher Education and Student Services, N310 Lindquist Center.
3. Do not complete information on the fingerprint cards until instructed to do so by a law enforcement official. Be prepared to provide the information indicated on the Sample Fingerprint Card.
4. It is preferred that licensure applicants from The University of Iowa be fingerprinted by The University of Iowa Department of Public Safety (University of Iowa Police) using digital scanning technology. For more information see: <http://www.uiowa.edu/~pubsfty/faq.htm>. This fingerprinting method has a lower rate of rejection than ink and paper fingerprinting.
 - Hours for fingerprinting at the Department of Public Safety (University of Iowa Police) are Monday through Thursday, 9:30 AM to Noon and 5:00 PM to 7:00 PM. The Department of Public Safety (University of Iowa Police) offices are located in the basement of the University Capitol Centre (UCC). Take the Capitol Street Garage elevators at the south end of the University Capitol Centre to the basement.
 - Be sure to bring a state-issued identification that includes a photograph (Driver's License, or other).
 - Ask the law enforcement official to use the two fingerprint cards you were provided that are imprinted in red with the following: "Board of Educational Examiners", "NCPA/VCA-Employment" and "BOEE". You must submit 2 (two) fingerprint cards.
 - Be prepared to provide all required descriptive information as indicated on the Sample Fingerprint Card. You should watch as the law enforcement official enters this information into the computer to be sure it is correct. The information will be printed on the fingerprint cards along with your scanned fingerprints.
 - Be sure that both you and the law enforcement official sign the fingerprint cards.
 - Licensure applicants may not have access to fingerprint cards following fingerprinting. Staff of the Department of Public Safety (University of Iowa Police) will retain fingerprint cards and the yellow folder for pick-up by staff of the Office of Teacher Education and Student Services.
 - Licensure applicants not in the Iowa City area may be fingerprinted by an authorized finger-printer at any police department. Licensure applicants may not have access to fingerprint cards following fingerprinting: Licensure applicants must provide the law enforcement official with an envelope and ask that the same law enforcement official who signed the fingerprint cards place the completed fingerprint cards in the envelope, seal the envelope, and sign across the seal, then return the sealed envelope to the applicant to submit with other licensure materials. See 9, below.

If fingerprints are taken by a police department that does not use digital scanning technology, be sure fingers are clean and dry, and have fingerprints rolled carefully and legibly in the appropriate boxes. Be sure to print in black ink all required descriptive information as indicated on the Sample Fingerprint Card.
 - Licensure applicants near Des Moines may be fingerprinted at lower cost and with faster processing in the offices of the Board of Educational Examiners. For instructions, contact Teacher Education and Student Services (See 9.).
5. Do not fold, staple, bend, tape or modify the FBI fingerprint cards.
6. The completed waiver form must be turned in with licensure application materials. Be sure to sign and date the waiver form and answer questions a through g. For any "Yes" response, attach a written explanation on a separate 8½ x 11" sheet with your name and social security number. Please read the additional information on the back of the waiver form.
7. Money order for initial licensure fees should be for \$150.00. Licensure fees should be submitted as **ONE** money order made out to "Board of Educational Examiners" (typically in the amount of \$150, consisting of \$65 for the criminal record check, and \$85 for initial licensure). Personal checks are not accepted.
8. If an applicant is recommended by The University of Iowa, and there is a question or concern regarding either the DCI or the FBI report, the individual may be contacted by the Iowa Department of Education for further information. Each situation will be reviewed individually and acted upon accordingly.
9. Direct licensure application and criminal background check materials, except fingerprint cards, and related questions to:
Dave Tingwald
Office of Teacher Education and Student Services
The University of Iowa
N310 Lindquist Center
Iowa City, IA 52242-1529
319/335-5360
david-tingwald@uiowa.edu
10. Other licensure questions may be directed to:
Lynn McMorris, Licensure Consultant
319/335-5358
lynn-mcmorris@uiowa.edu