

# Pupil Activity Permit Application (New and Renewal)

## PERSONAL INFORMATION

SSN \_\_\_\_\_

**-OR-** Educator State ID \_\_\_\_\_ - \_\_\_\_\_

Birthdate \_\_\_\_\_ Male  Female

First Name \_\_\_\_\_ MI \_\_\_\_\_

Last Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Other names that may appear on official documents (maiden, etc.) \_\_\_\_\_

\_\_\_\_\_

**Ohio** Department of Education

Office of Educator Licensure  
25 S. Front St., Mail Stop 105  
Columbus, Ohio 43215-4183

This application has 2 pages to be completed. **Please fill in, print and sign. Please complete using black or blue ink only.**

Please check one:

New  Renewal

Correct effective year

Amount enclosed: \$ \_\_\_\_\_

## BACKGROUND CHECKS

### First Ohio License, Certificate or Permit

When an individual submits an application for his/her first license, certificate or permit issued by the Ohio Department of Education, a **BCI** and **FBI** background check report, completed within 365 days of the date the application is received, must be on file at the Department of Education.

### Renewals and Additional Licenses, Certificates or Permits

**Have you lived continuously in Ohio for the past 5 years? You must check one:**

**YES**

An **FBI** background check is required if the report on file with ODE is more than 5 years old at the date the application is received. A **BCI** background check is required if you do not have one on file with ODE.

**NO**

Both the **BCI** and **FBI** background checks are required if the reports on file with ODE are more than five years old on the date the application is received.

### Please note:

The Ohio Department of Education **is not able** to accept paper reports. All background check reports must be submitted to this office via *electronic* submission directly from the Ohio Bureau of Criminal Investigation. When you have your fingerprints taken at a WebCheck facility, please ask the person taking the prints to check the box under 'Reason Fingerprinted' to send to the Ohio Department of Education per the example below:

#### Reason Fingerprinted

Send to the Ohio Department of Education

Please **do not** use the Department of Education address in the 'mail to' section because the department is not able to utilize paper reports. For more information on how to complete this electronic process, please visit [www.ohioattorneygeneral.gov/Services/Business/WebCheck](http://www.ohioattorneygeneral.gov/Services/Business/WebCheck).

## LEGAL QUESTIONS (Each question MUST be answered by placing a ✓ in the appropriate box.)

If you answer **YES** to any question, attach an explanation to this application. Please include the **year of conviction**, the **nature of the offense** and the **court where the matter was heard**.

- Yes  No Have you ever been convicted of, found guilty of, pled guilty to, or pled no contest to any misdemeanor other than a traffic offense?
- Yes  No Have you ever been convicted of, found guilty of, pled guilty to, or pled no contest to any felony?
- Yes  No Have you ever had a criminal conviction sealed or expunged?
- Yes  No Have you ever had ANY professional certificate, license, permit, or an application for the same, revoked, suspended, limited or denied?
- Yes  No Have you ever surrendered ANY certificate, license or permit, other than a driver's license?

## APPLICANT SIGNATURE

**I certify under penalty of loss of my right to teach or work in the schools of Ohio that the answers to these five questions are true and correct in every respect.**

Signature of Applicant \_\_\_\_\_

\_\_\_\_\_ Date

