

## Background Check and Fingerprinting

How and/or who will need to complete the background check and fingerprinting process?

### Background check process:

When you come in to the Human Resources office to complete the employment paperwork, you will complete a background check form. **This will be processed by Human Resources thru [Advantage Credit Bureau](#).** All new staff will complete the background check form to also include volunteers.

### Fingerprinting process:

After you come in to the Human Resources office to complete the employment paperwork, you will be directed to go to the Advantage Credit Bureau to have fingerprinting done. **This process is done at Advantage Credit Bureau which is located at the [Manchester Building](#), room 322.** You will receive a document to take with you as a communication document that you have been hired by the Fargo Public Schools. All support staff will complete this process to include educational support personnel, coaches, maintenance, and substitute paraprofessionals. New teachers are exempted from the fingerprinting process if they hold a current North Dakota teaching license. Volunteers are excluded from this process.