

ICHAT INFORMATION

iChat criminal background checks must be completed and cleared before any contractor can work onsite in/on any Ann Arbor Public Schools (AAPS) property. iChat checks will be conducted at minimum 1 time per year. Below are guidelines that must be followed for any submission for clearance to work on AAPS Property.

- We will only accept forms that are dated 1/2023 and later. Any forms that are dated previous to 1/2023 will not be accepted as of February 1, 2023.
- iChat forms
 - The form must not be altered in any way except to fill out the required information.
 - The form must be filled out in the entirety including the person's LEGAL name by the applicant. This shall match your birth certificate, Driver's license etc.
 - Forms shall be filled out with Black or Blue ink ONLY.
 - All forms must be signed by the applicant. We DO NOT accept any digital signatures. The signature must match the submitted identification or will not be processed.
- Identification
 - IChat forms must be accompanied by a valid color copy of government issued identification. I.E: Driver's license, State ID, Passport, etc.
 - All identification submitted must be submitted in in color, in its entirety and not altered, cut off or blurry. If it is not submitted in its entirety the request will not be processed.
- We will not accept or process any partial or altered forms or identification.
- Any person's failure to disclose any convictions, guilty pleas or nolo contendere to any crimes including misdemeanor or felony traffic arrests, may not be allowed to work on AAPS property.

Once forms are completed and accompanied by required government issued identification in one PDF document, please submit them to your AAPS contact and they will approve and submit for processing.

If there are questions on the form or you need an updated form, please email Jill Solowczuk at solowczj@aaps.k12.mi.us with your company name and AAPS contact information.

Ann Arbor Public Schools Contractor Background Check Authorization Form

PLEASE READ THIS FORM CAREFULLY: *The safety of students, staff, volunteers, and guests in our buildings is a top priority of the Ann Arbor Public Schools. The Board has developed policies to help ensure the safety of all who interact with students and staff. The Ann Arbor Public Schools use the i-Chat (Michigan State Police) system to perform criminal background checks on Physical Properties/Operations contract staff. All information gathered through the background check is confidential.*

Ann Arbor Public Schools reserve the right to run iChat Criminal History checks at any time. The iChat Criminal History check will be completed at minimum 1 time per calendar year. Ann Arbor Public Schools also reserves the right to request fingerprints in lieu of an iChat Criminal History check at the cost of the contract employee/er.

*This form must be read, filled out and signed by each contract employee who will be working on projects at any Ann Arbor Public Schools location(s). ****A valid clear, readable, color copy of Government issued identification with photograph is required for processing. (Driver's License, State ID, Passport) Identification must be photographed in good light without a flash and the entire identification must be in the frame.*

FULL COMPANY NAME:			
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FULL LEGAL NAME:	Last	First	Middle

ALIAS/MAIDEN NAME: <i>Please write additional names on back</i>	Last	First	Middle

DATE OF BIRTH	Month	Day	Year	GENDER	M/F	STATE OF RESIDENCE	

ETHNICITY	African American	American Indian	Asian	Hispanic	White	Middle Eastern	Other

BACKGROUND SECTION – PLEASE READ CAREFULLY:

Pursuant to Public Act 68 of 1993, (MCL380.1230) I understand, acknowledge and agree that by signing below:

1. that the Ann Arbor Public Schools will request a criminal history check on me from the Central Records Division of the Michigan Department of State Police (iChat); and
2. that until that criminal history report is received and reviewed by AAPS, I may NOT work at any Ann Arbor Public School locations in any capacity; and
3. if the report received from the Michigan Department of State Police shows any conviction of any crime(s) stated in Public Act 68 of 1993, (MCL380.1230), the district will deny employment clearance and I shall not be permitted to work at any Ann Arbor Public Schools locations at any time.

SIGNED: Signature must match submitted government ID.	DATE:

NAME OF PERSON COMPLETING ICHAT	DATE OF ICHAT	CLEAR Y OR N	SUPERVISOR APPROVING	DATE OF APPROVAL

AAPS NOTES: