These instructions are intended for school and construction contractors only.

Cab Companies, Employees, Student Teachers, Interns, and Volunteers have different steps. Please refer to our background check page for those instructions.

Background submission process for all new and renewing contractors

Step 1: Submit PPS fees and forms

A. Pay PPS background check/fingerprinting fee online: Checkout
      i. Fee is $82.00. This covers PPS and ODE background check costs.
   b. Complete PPS Criminal History Verification Form: CHV FORM
   c. Incomplete forms will not be processed.
   d. Please give complete addresses when you are able. At minimum, you must enter the city, state and zip code of where you have resided in the last 10 years.
B. Email the receipt and a pdf of the criminal history form to: **backgroundcheck@pps.net**
   a. **Subject line of email should include applicant's name**
   b. In the body of the email give the name of the company you work for, what PPS department is contracting your work, and any other pertinent information you want us to know.

Step 2: Get Fingerprinted

A. We will reply to your submission email with a special Fieldprint code and instructions on how to schedule a fingerprint appointment at any Fieldprint site.
   a. Our office no longer does fingerprinting. Please pick a Fieldprint location that is convenient for you.
   b. *Fieldprint charges a $12.50 fee when signing up. This is separate from the PPS charge.*
   c. Do not schedule a fingerprint appointment if you are volunteering. Your fingerprint application will be voided and all fees will be forfeited.

Step 3 Photo and badge pick up (501 N Dixon, Portland 97227)

A. When your PPS prelim background check clears, we will send confirmation and a link to schedule a photo/badge pick up appointment.
   a. We do not have drop in hours. Appointments typically take 3-10 minutes and you get your badge right then.
B. Save the photo/badge appointment for last. You must have already attended your fingerprint appointment to get your badge.