UAF Counseling Program
Disclosures and Criminal Background Check Requirements

Annual Disclosure Statement
Students admitted to the UAF Counseling program must complete annual disclosure statements. The first disclosure statement must be submitted prior to the start of classes during your admission semester. All subsequent disclosure statements must be submitted to the SOE Graduate Advisor* by the first day of classes during each fall semester. This form must be notarized, plan ahead to meet the deadline.

Criminal Background Check Prior to COUN 634
The UAF Counseling Program requires all students seeing clients in the UAF Psychology Department Clinic during COUN F634 Practicum in Individual Counseling to complete a national-level criminal background check, initiated and completed by the student, through the Federal Bureau of Investigation. Please go to this website to request your Identity History Summary and submit a copy to the UAF Graduate Advisor* prior to beginning the Individual Practicum Course: http://www.fbi.gov/about-us/cjis/identity-history-summary-checks

This process can take up to 12-14 weeks to complete, so please plan to complete this task well in advance of taking the course. Consider using an FBI-Approved Channeler for expedited service. Channeler information can be found here: https://www.fbi.gov/about-us/cjis/identity-history-summary-checks/list-of-fbi-approved-channelers

*Drop off forms at 714F Gruening or Mail to --
UAF Counseling Program
Graduate Advisor
PO Box 756480
Fairbanks, AK 99775

Criminal Background Check Prior to Internship
Be aware that you will repeat the background check process more than one time!
• If you are a Community Counseling student, the COUN 634 background check may serve as clearance for your internship placement. However, your placement site may request an updated or different clearance. Please work with the internship coordinator to make sure you have the proper clearance for your agency.

• If you are a School Counseling student, the school district where you complete your internship will require a new background check, including fingerprint cards. Please work with the internship coordinator to make sure you have the proper clearance for your school district.

Fingerprinting Options
UAF Campus Police Department, M-F, 8:30 am - 11:30 am
$50.00 per person
(Mention you are a current student and they may not charge)
Call for an appointment 474-5458

North Pole Police Department
Through City Hall
$25.00 per person
Call for information 488-6902

Volunteers in Policing (Fairbanks)
Police Department Lobby, 911 Cushman Street
$20 per card (cash only)
Call for an appointment 388-9696

Thread Alaska (Fairbanks)
$30 per person
Call for an appointment 479-2204

Anchorage area students: CAS Tech Fingerprinting, (907) 337-5002 $30 per person
or Independent Fingerprinting Consulting, Inc., (907) 338-6066

Rural students: contact the Public Safety Officer or State Troopers