

Required Background Check for MAC Artist Facilitators

At the request of our program partners, and as a “best practice,” Military Arts Connection (MAC) will now require a basic background check for all artists wishing to join the program. Background checks will be conducted by the FBI, and **the total cost (approximately \$50, including fingerprinting and postage) will be reimbursed to you via PayPal by the MAC program upon your successful completion of Artist Facilitator training & setup of your profile on the MAC website.** Without the completion of an approved background check, in advance, you will not be eligible to participate in a MAC training session. The MAC Administrator and our program partners shall have the final authority to determine your eligibility for training, based on the outcome of your background check.

There are two parts to the background check: (1) a brief online submission, and then (2) a qualifying fingerprinting process, which will be submitted to the FBI via USPS Priority Mail. The entire process is very easy, and only takes about a 1-2 weeks to get your results back from the FBI. Here’s what you’ll need to do:

STEP 1: Use this link to begin the online submission process: <https://www.edo.cjis.gov>

- You’ll need to enter your email address to start the entire process
- Where prompted, indicate that this request is for your personal use
- Where prompted, indicate that you will be mailing in your fingerprints
- A personalized PIN# will allow you to check the status of your request & results
- The cost for this part of the background check process should be \$18.00

STEP 2: Use standard fingerprint form FD-258 on white paper stock

- For fingerprinting services, MAC is recommending that you use:
Maggie’s Shipping Shoppe
330 E. Costilla Street
Colorado Springs, CO 80903
719-578-8654 (walk-ins are OK, but it never hurts to call in advance)
- The cost for this part of the background check process should be about \$10.25 for the fingerprinting, plus \$14.00 for USPS Priority Mail to the FBI
- If Maggie’s Shipping Shoppe is not convenient, you may check with your local law enforcement office to see if they can provide a similar service

STEP 3: Email a copy of your report from the FBI to admin@MilitaryArtsConnection.org