

4-H Volunteer Criminal History Fingerprint Background Check Procedure

Take this page with you when you go to have your background check and provide these instructions to the fingerprint official before you are fingerprinted.

Franklin County 4-H volunteers can complete their fingerprint background check anywhere that provides the BCI fingerprint background check service. These options are not free, but you can get reimbursed through the process outlined at the bottom of this page. A list of agencies that may be able to process your background check can be found here:

<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>

Some of the places that Franklin County 4-H volunteers have successfully had background checks include but are not limited to:

- [Franklin County Sheriff's Office](#)
- [DOT Grove City](#)
- [Fast Fingerprints](#)
- Hilliard BMV
- [Columbus Division of Police](#)
- [Prairie Township](#)

Fingerprint Background Check- You will need:

1. A government issued photo ID - such as your driver's license – showing current address and your date of birth.
2. Your Social Security Number – If you know your number, there is no need to bring your SS card.
3. If you have not lived in Ohio for the last five consecutive years, you are required to complete both a BCI (Ohio) **AND** FBI (National) background check.
4. Use the following reason codes: **BCI Revised Code: 2151.86** FBI Revised Code: 2151.86, Out of Home Child Care
5. Background check results **must be mailed DIRECTLY to:**

Attention: **Background Checks – 4-H Franklin County**
OSU Office of Human Resources
 1590 N. High St., Ste. 300
 Columbus, Ohio 43201

If the agency is not able to get a good scan of your fingerprints, you will need to complete the ink fingerprint process. Contact a 4-H professional at the Extension Office for more details on how to complete the ink fingerprint process.

Note: The fingerprint background check process reveals past criminal convictions. The Ohio Revised Code specifies certain criminal convictions as disqualifying events that forbid current and future volunteer involvement with Ohio 4-H and OSU Extension. You can view this list at: <http://go.osu.edu/DQoffenses>.

If you would like to be reimbursed for the cost of your background check, keep your original receipt, and bring it, along with this form, **to the Franklin County OSU Extension office** not the Office of Human Resources, Background Check Office. Complete the form below and be sure your name appears on your receipt. We will submit a reimbursement request for you. Please submit receipt for reimbursement no more than 60 days past your fingerprinting to allow ample time to reimburse your request.

4-H Volunteer Request for Reimbursement

Volunteer **Full Legal** Name (Print first, middle, last): _____

Volunteer Signature: _____ Date: _____

<p><i>For office use only. Tape receipt to top of this form before scanning.</i></p> <p><i>Date volunteer reimbursement request received at Extension Office:</i> _____ <i>(month / day / year)</i></p> <p><i>Name & initials of OSU Extension Professional receiving request:</i> _____</p> <p><i>Initials:</i> _____</p>	
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Instructions for BCI if you had one in the previous 12 months:

*If you had an Ohio BCI fingerprint background check conducted within the past twelve months for a reason related to working with children, working with the elderly, or certain types of licensure, you can request Ohio BCI send a copy of that report directly to the office listed below. *****Please note the request MUST be received within 11 months of the original fingerprint submission in order to have time to process before the background check expires.******

Please follow the instructions on the form found at go.osu.edu/OhioBCI and send your request and payment directly to BCI. On the request form, indicate the copy report should be mailed to:

**Attention: Background Checks - 4-H Franklin County
OSU Office of Human Resources
1590 N. High St., Ste. 300
Columbus, Ohio 43201**

Please note: if you are not sure if you can request a copy of a past report, contact the BCI Civilian Identification Department toll free at 877-224-0043. Ohio BCI is unable to provide a copy of a past background check if it was for a concealed carry permit or was run with "Other" listed as the reason. If this is the case for your past background check, then you will need to go have a new check run.



DAVE YOST

OHIO ATTORNEY GENERAL



Civilian Identification
Office 877-224-0043
Fax 866-750-0214

REQUEST FOR COPY OF BACKGROUND CHECK PROCEDURES

A request for a copy of a background check may only be submitted if the original background check was processed for an Ohio Revised Code reason that allows for updates and if the new background check is needed for an Ohio Revised Code reason that allows for updates. If you are unsure if you are able to request a copy, please contact the Civilian Identification Dept. toll free at 877-224-0043.

The name on the request of copy form must exactly match the name that was submitted with the prior fingerprints.

You may only request a copy of the Ohio BCI background check. The FBI result is not permitted to be sent to any address other than what was requested at the time of the original background check. To obtain a new FBI result, a new FBI background check would have to be submitted.

If the request for copy is made within 30 days of the original background check there is no fee for processing and the request can be faxed to 866-750-0214.

30 days after the original background check the fee is \$8 and is payable by money order, certified check, business check or personal check to Treasurer, State of Ohio. **No cash will be accepted.** The request must be received within 11 months of the original fingerprint submission in order to have time to process before the background check expires.

The request and payment can be mailed to: BCI, PO Box 365, London Oh 43140.

Civilian Unit
Identification Department
Bureau of Criminal Identification &
Investigation

Revised 01/15/19



DAVE YOST
OHIO ATTORNEY GENERAL



Civilian Identification
Office 877-224-0043
Fax 866-750-0214

REQUEST FOR COPY OF OHIO BACKGROUND CHECK:

REASON FINGERPRINTED ON LAST BACKGROUND CHECK: _____

REASON FINGERPRINTED FOR THIS BACKGROUND CHECK: _____

*The Ohio Revised Code must be listed in both spaces above

NAME (must be the same name submitted with fingerprints):

SSN: _____ DOB: _____

SEND BACKGROUND RESULT TO:

NAME: _____

STREET: _____

CITY: _____

STATE: _____ ZIP CODE: _____

____ PLEASE CHECK IF YOU WANT YOUR RESULT SENT TO THE OHIO DEPT. OF EDUCATION FOR TEACHER CERTIFICATION.

Return this letter with your payment of \$8 (if required), payable to Treasurer, State of Ohio.

I hereby certify that I have given the above mentioned person or agency permission to obtain a copy of any conviction record pertaining to me in the files of the Ohio Bureau of Criminal Investigation.

*REQUIRED:

APPLICANTS SIGNATURE: _____

DATE: _____ APPLICANT'S PHONE NUMBER: _____

Updated 03/07/19