



Background Checks and Fingerprinting

Overview

In addition to the background check requirements outlined in the Background Check Policy 4.15 (go.osu.edu/BackgroundPolicy), Ohio State uses the National WebCheck® program to meet the legislative requirements of academic programs, service programs, and licensure (including, but not limited to education, educational research, nursing, medical and allied medical fields, youth camps, child care centers, vet med, agriculture and 4H, etc.).

WebCheck background checks are conducted via a fingerprint scan submitted to the Ohio Bureau of Criminal Identification and Investigation. You must be present for the check.

Please note: Services are provided for university business only.

**if under 18 years of age, your parents/guardian must sign a waiver obtained at the below location*

General Information

When are fingerprinting services available?

Fingerprinting services are available Tuesday through Friday, 9-11 a.m. and 1-4 p.m.

What do I need to bring?

To complete your background check, you will need to bring all of the following items:

- Government issued photo ID
- Your Social Security number; you should know this, you don't need to bring your Social Security card
- Fingerprint Consent/WebCheck form (go.osu.edu/FingerprintConsent), if your program gave you one
- Program information or purpose for the fingerprints - **College of EHE:** BCI&I - 3319.39B3, FBI - 3319.39
- Payment for services, if required to pay for your own fingerprints; see payment options below

International job applicants who do not have a Social Security number must provide a state ID and passport with current visa.

What is the cost for these services?

- BCI&I Webcheck (Ohio): \$37.70
- FBI Webcheck (National): \$39.70
- BCI&I & FBI Combined: \$61.70

Payment Options

We accept checks, MasterCard®, Visa®, Discover®, American Express®, BuckID, and eRequest (University offices). **We do not accept cash.** Checks and credit card **MUST** be in your name, not your parents

Where are fingerprinting services available?

Fingerprinting services will be conducted Ohio State's Office of Human Resources, located in the South Campus Gateway Building C, Suite 300 at 1590 N. High Street, Columbus, Ohio 43201.

If you need an additional copy of your WebCheck results, you may pick them up at the Office of Human Resources with a photo ID, during fingerprinting service hours.



Background Checks – More to Know

Why do I need a background check?

- For the safety and protection of the P-12 learners and staff
- They are required for field placement activities
- Any conviction of an offense found on the screening tool lists, according to ODJFS and ODE's Standard for Licensure, will result in the student's inability to be placed in field sites.
- Any arrest (without conviction) of an offense on the screening tool list, will be up to the discretion of the field site to determine eligibility

What else do I need to know?

- Most results will return in 30-60 days
- Results with evidence of an arrest, will take up to 90 days to return
- Background checks are only good for 1 (one) year and will have to be repeated throughout the course of the program/licensure
- If applying for an ODE license in less than a year, you should request that a copy of your background checks also be sent to ODE
- Background checks that were completed for another purpose are not accepted
- Background checks that do not have the reason codes listed previously, will not be accepted
- Both BCI&I and FBI background checks are required regardless of time living in Ohio
- Additional copies may be obtained in 185 Arps Hall, with a valid photo ID