THE OHIO STATE UNIVERSITY

**Ohio State University Extension
Lorain County**

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4-H Volunteer Criminal History Fingerprint Background Check Procedure & Reimbursement Form

Please take this page with you when you go to have your background check.

In Lorain County, 4-H volunteers may have their BCI background check done at one of the following locations or go to: www.ohioattorneygeneral.gov for additional Web Check locations.

Company Information	Hours
Oberlin Police Department (BCI & FBI) 85 South Main Street Oberlin, OH 44074 440-774-1061	24/7 Sunday – Saturday Call first to ensure the booking area is available. BCI $27, FBI $30, Both $57
Lorain Amherst License Bureau (BCI & FBI) 4340 Leavitt Road, Unit K Lorain, OH 44053 440-244-5445	Monday – Friday By appointment only
Educational Serv Ctr of Lorain County (BCI & FBI) 1885 Lake Avenue Elyria, OH 44035 440-324-5777	By appointment only ADA Accessible; Mobile Unit Available BCI $34, FBI $37, Both $65
Lorain County Sheriff's Office (BCI & FBI) 9896 Murray Ridge Road Elyria, OH 44035 440-329-3703	Monday – Sunday 11:00am to 6:00pm ADA Accessible
Wellington Police Dept (BCI & FBI) 117 Willard Memorial Square Wellington, OH 44090 440-647-2244	24 – 7 By appointment only
Child Care Resource Center (BCI & FBI) 5350 Oberlin Avenue Lorain, OH 44053 440-960-7187	Monday – Friday 9:00am to 4:00pm By appointment only ADA Accessible BCI $35, FBI $35, Both $70

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. Use the following reason codes:

    BCI Revised Code: 2151.86

    FBI Revised Code: 2151.86, Out of Home Child Care

4. Background check results **must be mailed DIRECTLY to**:

    <div align="center">

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

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If the agency is not able to get a good scan of your fingerprints, you will need to complete the ink fingerprint process. 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) ink card.
• **Card #1:** Ohio Bureau of Criminal Investigation (BCI) *(see pages 2-3)*
• **Card #2**: Federal Bureau of Identification (FBI) *(see pages 4-5)*

The ink card(s) with payment and the exemption form (page 6-7) must be submitted to BCI for processing. Cash, third party or starter checks will not be accepted. A money order, certified check, business check or personal check must be made **payable to:**

Treasurer, State of Ohio
Enclose all background check contents and mail to:
Civilian Unit Identification Dept.
Bureau of Criminal Identification & Investigation (BCII)
P.O. Box 365
London, Ohio 43140

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 your county OSU Extension office. Complete the form below and be sure your name appears on your receipt. We will then submit a reimbursement request for you. The reimbursement check will be mailed from OSU in Columbus; it may take eight to ten weeks to process.

OSU Extension 4-H Volunteer Request for Reimbursement

Volunteer Name (Print first, middle, last): _____

Volunteer Signature: _____ Date: _____

For office use only. Tape receipt to top of this form before scanning.

Date volunteer reimbursement request received at Extension Office: _____ *(month/day/ year)*

Name & initials of OSU Extension Professional receiving request: _____ *Initials:* _____