

4-H Volunteer Criminal History Fingerprint Background Check Procedure

Please 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.

In Champaign County, 4-H volunteers should have their background check done at:

<p>Urbana Police Department 205 S Main St 937-652-4350 M-F 8am-4pm, no appt needed \$35 exact cash, or visit Finance Office first to pay & bring receipt</p>	<p>Madision-Champaign Ed Svc Ctr 2200 S US Hwy 68 937-484-1557 M-F 8:30am-3:00pm, <u>must make appt</u> \$40 exact cash or check</p>	<p>West Liberty Salem Schools 7208 US Hwy 68 N 937-465-1075 M-F 8am-3pm, <u>must email for appt</u>-\$30 cash/check lcarter@wlstigers.org</p>
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Fingerprint Background Check Process – You will need:

1. Provide your name as listed in 4-H Online to help ensure HR office is able to match your BCI results back to your 4HO record! Check to see if your 4HO name needs to be updated.
2. A government issued photo ID – such as your driver’s license – showing current address and your date of birth.
3. Your Social Security Number – if you know your number, there is no need to bring your SS card.
4. 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.
5. Use the following reason code:
BCI Revised Code: 2151.06 – Out of Home Child Care
6. Background check results must be mailed DIRECTLY to:

Attention: **Background Checks – 4-H Champaign County**
OSU Office of Human Resources
1590 N High St, Suite 300
Columbus, OH 43201

**OSU will only accept BCI results directly from BCI so be sure you use the right reason code and mailing address as shown above.*

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.

The ink card(s) with payment and the exemption form 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 back check contents and mail to:

Civilian Unit Identification Dept.
 PO Box 365
 London, OH 43140

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

See Back Side for Completion of Reimbursement



THE OHIO STATE UNIVERSITY
 EXTENSION



go.osu.edu/champ4h

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: go.osu.edu/cfaesdiversity.

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 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.** You will be mailed a check directly from the Human Resources office in Columbus, normally within 3-4 weeks.

OSU Extension 4-H Volunteer Request for Reimbursement

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

Volunteer Last 4 digits of SSN: _____ Volunteer Phone Number: _____

Volunteer Email Address: _____

<p><i>For Office Use Only. Tape receipt to this form before scanning.</i> <i>Date Volunteer reimbursement request received at Extension Office:</i> _____ <i>(Month/Day/Year)</i> <i>Name and initials of OSU Extension Professional receiving request:</i> _____</p>	
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