

## 4-H Volunteer Criminal History Fingerprint Background Check Procedure

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

In Erie County, 4-H volunteers can have their background check done at the locations listed on the next page

### What You Need to Get Your Ohio 4-H Background Check:

1. A government issued photo ID - such as your driver's license - with your current address, and showing your date of birth.
2. Your Social Security number - Know your number? No need to bring your SS card.
3. **Use BCI Code 2151.86 as the reason code you are having the background check.**
4. If you have not lived in Ohio for the past 5 years, you must have both BCI (Ohio) and FBI (National) background check.
5. **Background check results must be mailed to:**

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

614-292-1050

6. BCI results that are sent directly to your home WILL NOT be accepted by OSU HR and you will be required to have the background checks done again.

If the agency is not able to get a good scan of your fingerprints, you will need to complete the ink fingerprint process. You will need to bring the inked card to the Extension Office and complete an exemption form.

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** 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.**

### OSU Extension 4-H Volunteer Request for Reimbursement

Volunteer **Full Legal** Name (Print first, middle, last), full mailing address, phone number and current email address:

Full Legal Name \_\_\_\_\_

Phone: \_\_\_\_\_

Full Mailing Address \_\_\_\_\_  
\_\_\_\_\_

E-mail Address \_\_\_\_\_

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: \_\_\_\_\_

tape receipt in this area

## **Erie County Criminal History Fingerprint Background Check Locations**

**You may go to any** location that conducts background checks, but here are some that we have compiled the information. *All fees and times are subject to change.* Most locations require valid driver's license, or proof of ID.

**We recommend you call the location to be sure their hours and prices have not changed, or if they require an appointment.**

### **Sandusky License Bureau 419-625-1983**

1050 Cleveland Road, Sandusky OH 44870

Monday – Friday 8 am-5 pm; Saturdays 8 am-Noon

\*\*\$42 state, \$44 federal or \$79 for both **Cash only**

### **Firelands Corporate Center 419-557-5052**

5420 Milan Rd. Sandusky OH 44870

Monday-Friday 7 am-5 pm

\*\*\$31.50 state, \$33.50 federal or \$65 for both Cash, credit or debit card. No checks.

### **Erie County Sheriff's Office 419-625-7951, ext. 6256**

2800 Columbus Ave, Sandusky OH 44870

*by appointment only*

\$34 state, \$36 federal or \$70 for both. Certified bank check or money order ONLY.

### **Vermilion Schools 440-204-1721**

1250 Sanford Street, Vermilion at the Board of Education in the High School Building

Monday-Friday 8 am-4 pm

*by appointment only*

\*\*\$30 state, \$30 federal Cash or check

\*\*Times and prices are subject to change.

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