

Fingerprinting Information: (BCI & FBI)

Who

Who is required to complete background checks?

All candidates seeking their first Ohio educator license, certificate or permit must submit both Ohio Bureau of Criminal Investigation (BCI) and FBI criminal background checks. **Your background checks must be no older than one year (365 days) at the time the Department issues your initial credential.**

Additionally, everyone who holds a credential issued by the Ohio Department of Education must complete FBI background checks every five years. **Please note** that credential holders are responsible for obtaining required updated background checks within the five year timeframe prescribed by law, even if the expiration date of a background check does not coincide with the expiration date of the Department-issued credential.

Who can I contact regarding the status of my background checks?

You may contact BCI at 877-224-0043 or P.O. Box 365; London, OH 43140. You also may log into your account and view your background check information from your Dashboard. If you cannot find the information you need on your Dashboard, you may call the Office of Educator Licensure at 1-877-644-6338 (toll free) or (614) 466-3593 for assistance.

Where

Where can I go to complete the BCI and FBI background check requirement?

We recommend you first check with your local school district or your region's Educational Service Center. If they do not use WebCheck to complete background checks, then check with your local law enforcement agency, or use the [Ohio Attorney General's website](#) to find a convenient location.

Van Wert County

Western Buckeye ESC (BCI & FBI), 813A N Franklin St, Van Wert, OH – 419-238-4746 – Call for Times (Cash / Check – No Credit Cards)

Van Wert License Bureau (BCI & FBI), 777 Fox Rd, Van Wert, OH – 419-238-9399

Van Wert County Sheriff's Office (BCS & FBI), 113 N Market St, Van Wert, OH -419-238-3866

Paulding County

Western Buckeye ESC (BCI & FBI), 202 N Cherry St, Paulding, OH – 419-399-4711 – Call for Times

Paulding County Sheriff's Office (BCI & FBI), 115 N Williams St, Paulding, OH – 419-399-8286

Mercer County

Mercer County ESC (BCI & FBI), 441 East Market St, Celina, OH – 419-586-6628 - Call for Times

Mercer County BMV (BCI & FBI), 320 Portland St, Celina, OH 45822 – 419-586-7144

Mercer County Sheriff's Office (BCI & FBI), 4835 St Rt 29, Celina, OH – 419-586-5770

Putnam County

Putnam County ESC (BCI & FBI), 124 Putnam Parkway, Ottawa, OH – 419-523-5951

Putnam County Sheriff's Office (BCI & FBI), 1035 Heritage Trail, Ottawa, OH - 419-523-3208

Allen County

Allen County ESC (BCI & FBI), 1920 Slabtown Rd, Lima, OH – 419-222-1836 – Call for Times

Bowsher License Bureau (BCI & FBI), 419 N Elizabeth St, Lima, OH – 419-229-9888

Allen County Sheriff's Office (BCI & FBI), 333 N Main St, Lima, OH – 419-993-1412

Where do I send the results of my background checks?

Please request that the WebCheck facility sends the results directly to the Ohio Department of Education.

- **You have the option to send the results 2 ways, (1 electronically which needs to go to ODE and 1 to a location of your choosing.**

Vantage Career Center at 818 N Franklin Street, Van Wert, OH 45891

How

How do I have my background checks completed?

You must have both BCI and FBI background checks completed electronically through WebCheck *unless*:

1. You live 75 miles or more away from the nearest WebCheck facility; or
 2. You have a history of 'bad quality prints' that cannot be captured on a WebCheck screen
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How long does it take for the Department to receive my background check results?

The Department typically receives clear WebCheck results within a few days. However, BCI processing time varies. Additionally, the process may take several weeks if the Bureau finds a record in the criminal background check.

How often after my initial licensure do I need to complete background checks for my Ohio credential?

All Ohio credential holders must submit FBI background checks to the Department every five years. You may also need to submit BCI background checks every five years if any of the following occur:

- You live outside of Ohio at any time after obtaining the BCI check; and/or
 - You allow your Department-issued credential to expire.
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How do I look up when my background checks expire?

You may log into your account and view your background check information from your Dashboard (under My Background Checks).

How can I find out if my application is on hold for a background check?

You may log into your account to see the status of your application (under My Application Status).

Cost

What is the cost of a background check?

Costs vary, depending on the location or agency providing the service. Please contact the WebCheck facility for cost information. **Estimated cost is \$30.00 or more for each (BCI & FBI)**

Will my employer pay for my background checks?

Please check with your employer. Employers are not required to pay for employee background checks, but they may offer to do so.

Employers

Am I required to have my employee(s) complete background checks for employment?

Schools, districts and Educational Service Centers (ESCs) must request background checks for applicants who will be assigned duties involving interaction with or the regular responsibility for children. Please see section [3319.39](#) of the Ohio Revised Code for additional information.

General Questions

Can I send the Department a paper copy or upload a copy of my background checks to my account?

The Department must use the background checks reported electronically by BCI. Please do not send paper copies to the Department, and do not upload copies of your background checks to your account.

Can I use my background checks from another state?

Due to differences in state statutes regarding the scope of educator criminal background checks, you may not use your out-of-state background check for credentials issued by the Department.

Can the Department send a copy of my background checks to my employer?

The Department receives only electronic verification of your background check information and cannot forward this information to anyone.

I already had my background checks completed for my employment. Can I have those results sent to the Department?

If the BCI results are less than one year old (365 days), you may request that BCI sends them to the Department for use in processing your licensure application. Contact BCI at 877-224-0043 for more information.

What happens if the Department receives my background check results before I apply for an Ohio credential?

The Department will hold the background check results and match them with your application, provided your identifying background check information matches the information you included in your application.

What happens if there is a delay in getting my background checks?

The Department will hold applications for a maximum of 60 days to allow sufficient time for receipt of background check results. Your application will automatically decline, and you will be charged a nonrefundable \$25 processing fee if you do not have your background checks completed and submitted to the Department within the 60-day hold period.

What if my fingerprints cannot be taken electronically or by ink?

Please contact BCI at 877-224-0043 to learn the specifics regarding this and what steps to take to have your criminal background checks reported.

Why do I need to submit background checks to my employer and the Department?

The Department checks for certain offenses listed under section [3319.31](#) of the Ohio Revised Code. Schools, districts and Educational Service Centers (ESCs) must also request background checks for applicants who will be assigned duties involving interaction with or the regular responsibility for children, per section [3319.39](#) of the Ohio Revised Code.