

Ohio University School of Nursing
CRIMINAL BACKGROUND CHECK GUIDELINES

The final report from BCI or the FBI must be in your school file in the School of Nursing.

PART 1: For all residents of OHIO and those who live close enough to a Webcheck Community

NOTE: All OH residents must obtain their background check utilizing a Webcheck Community location.

1. Go to <http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing>
 - Click on WebCheck Community (Under the Bureau of Criminal Identification and Investigation (BCI&I) – WebCheck)
 - Click on WebCheck Community Listing (underneath the 1st paragraph)
 - Search by County
2. Have the background check sent to:
Ohio University
School of Nursing
Grover E365
Athens, OH 45701
740-593-4494
3. There are fees involved in obtaining a background check. The OH Attorney General's office fee is \$24. The agency that collects the fee may have a charge and each one is different. You will have to contact your local agency for fees.
4. The BCI will complete the background check and send the results directly to the School of Nursing.

PART 2: For residents who live outside of OHIO

Note: If you live close to the border of OH, BCI recommends that you obtain the background check from a Webcheck Community in Ohio. If you cannot get to an Ohio Webcheck Community use the following procedure:

1. Request a Federal Bureau of Investigation (FBI) fingerprint card. You may request one from the School of Nursing.
2. Complete the information requested on the fingerprint cards. This information must be typed or printed legibly in black ink only.
Put the following address for employer:
Ohio University
School of Nursing
Grover E365
Athens, OH 45780
Your No. OCA: 1AB002
3. Download and complete an Exemption Form:
http://www.ag.state.oh.us/business/fingerprint/forms/Exemption_Form.pdf
You must submit an exemption form in order to get a background check.
4. Take the fingerprint card and your photo ID to the local police or sheriff's department and request they fingerprint you for a background check. There may be a charge for the fingerprinting.
5. Mail the completed fingerprint card, exemption form and the correct fee (\$24.00 money order or cashier's check made out to: "Treasurer, State of Ohio") in an envelope and mail to BCI, PO Box 365, London OH 43140. Make sure the envelope is large enough that the fingerprint card does NOT need to be folded.
6. The BCI will complete the background check and send the results directly to the School of Nursing.