OSU Extension – Fingerprinting for Potential Volunteers

All OSU Extension adult volunteers are required to have an Ohio Bureau of Criminal Investigation (BCI) fingerprint background check before their volunteer service begins.

To find an Ohio BCI “Webcheck” agency in your county, go to: http://go.osu.edu/webcheckinfo or call the Extension office. One location in Shelby County is the Sheriff’s office, 555 Gearhart Rd., Sidney OH 45365, 498-1111. The cost of the webcheck varies among agencies.

What you’ll need to have for your fingerprint 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; you don’t need to bring your SS card.
3. Per the Ohio Attorney General’s office, use “2151.86 – Out of home child care” as the reason code you are having the fingerprint background check.
4. If you have not lived in Ohio for the past 5 years, you must also have an FBI report run.
5. Background check results must be mailed to:

   Attention: Gina Thorpe – MGV – Shelby County
   OSU Office of Human Resources
   1590 North High Street, Suite 300
   Columbus, OH 43201

6. Call your local Webcheck agency to verify the forms of payment they accept.
7. You can request a copy of the results be sent to you, but OSUE must receive the report directly from the BCI.
8. If you have completed an Ohio BCI fingerprint background check within the past twelve months for a reason related to working with children, working with the elderly, or certain types of licensing, you can ask BCI to send a copy of that report directly to the above address. This BCI request form can be found at http://go.osu.edu/BCIreportrequest. Note: this background check may not meet 2151.86 requirements.
9. We suggest you wait until late January to have the webcheck. At that time we should know for sure if we will be having the training classes.
10. Please let us know when you have the webcheck, so that we may watch for the results. If you have not heard anything from the Extension office within 25 days of fingerprinting, contact us, and we will notify the State Office to do a search.
11. Take this paper with you to the webcheck agency so you can complete the paperwork accurately.
12. If the webcheck agency questions the “code,” have them call 614-292-1050.

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