



January 21, 2022

4-H Volunteer Background Check Notice – Do Not Disregard
This information is needed to continue your 4-H volunteer service!

Dear Potential Volunteer,

Thank you for the time and talent you give to Ohio 4-H! Your hours of dedicated service allowed us to deliver outstanding positive youth development experiences in 4-H clubs, groups and special interest programs to more than 90,000 young Ohioans last year.

OSU Extension 4-H Youth Development and our home college and institution, the College of Food, Agricultural and Environmental Sciences at The Ohio State University, are committed to providing safe environments for everyone who participates in our programs and activities. A key component of that commitment is the requirement that all adult 4-H volunteers have a clear Ohio Bureau of Criminal Investigation (BCI) fingerprint background check on file with us before volunteer service begins, and every four years thereafter. These background checks, along with our volunteer application, screening, training and annual agreement to honor our volunteer standards of behavior, are part of our overall youth protection policies and procedures.

Our records indicate you are due for a background check this year. **To continue your service as a 4-H volunteer, you must have an Ohio BCI fingerprint background check completed by March 15, 2022.** Follow the enclosed instructions as you complete your background check.

We understand the extra time this takes and know you understand the importance of taking steps to help ensure the safety of all 4-H members, and we appreciate it! Please do your best to have your background check completed by the deadline so that you will be able to continue to be a 4-H volunteer in 2022. If you do not intend to have this done, please notify your county 4-H professional that you are resigning your volunteer role at this time.

If you have questions or concerns about this process, please contact the Medina County Extension office at 330-732-4911.

Thank You!

Sierra Baca
Medina County
4-H Educator

Rachel Chapman
4-H Program Assistant

Kirk Blair, Ph.D.
State 4-H Leader



CFAES

OHIO STATE UNIVERSITY EXTENSION

Medina County 4-H



4-H Volunteer Criminal History Fingerprint Background Check Procedure

Please take this page with you when you go to have your background check. In Medina County, 4-H volunteers may have their BCI background check done at one of the following locations or go to: www.ohioattorneygeneral.gov for additional Web Check locations.

tape receipt in this area

Company Information	Hours
Montville Township Policy Department (BCI & FBI) 6665 Wadsworth Road Medina, Ohio, 44256 330-725-8314	Mon. - Fri. 9:00 a.m. - 4:00 p.m. BCI \$27, FBI \$31, BOTH \$53 Check or Cash Only
Medina County Schools' ESC (BCI & FBI) 124 West Washington Street Medina OH 44256 330-723-6393	Mon. - Fri. 8:00 a.m. - 4:00 p.m. BY APPOINTMENT ONLY
Suburban School Transportation (BCI & FBI) 1289 Pearl Road Brunswick OH 44212 (440) 580-2400	BCI \$40, FBI \$45, BOTH \$75 10:00am to 4:00pm By Appointment Only ADA Accessible
Brunswick Board of Education (BCI & FBI) 3643 Center Road Brunswick OH 44212 (330) 225-7731	BY APPOINTMENT ONLY
FastFingerprints (BCI & FBI) Inside Any Lab Test Now www.fastfingerprints.com 5155 Buehlers Drive, Suite 102 Medina OH 44256 (877) 932-2435	Mon - Fri 9:00 am - 6:00 pm Sat 9:00 am - 1:00 pm ADA Accessible, By Appointment Only Mobile service available FastFingerprints (BCI & FBI) Inside Any Lab Test Now www.fastfingerprints.com 5155 Buehlers Drive, Suite 102
Integrity Verifications, Inc. (BCI & FBI) 735 N. Court Street, Suite D Medina OH 44256 (330) 725-3866	Monday-Friday 9:00am to 5:00pm Walk-Ins Welcome, Mobile Service Available ADA Accessible

Lodi Community Hospital (BCI & FBI) 225 Elyria Street Lodi OH 44254 (330) 948-5524	Mon. - Fri. 8:00 a.m. - 5:00 p.m. By appointment only
Medina License Bureau (BCI & FBI) 972 North Court Street Medina OH 44256 (330) 725-4635	8:00-5:30 Monday 8:00-5:00 Tuesday - Friday 8:00-2:00 Saturday BCI - \$32, FBI - \$34, Both - \$61, ADA Accessible
Medina County Sheriff's Office (BCI & FBI) 555 Independence Drive Medina OH 44256 (330) 764-3629	Mon - Fri. 8:00 - 11:00, 1:00 - 3:30 By appointment only BCI - \$27, FBI - \$29, Both - \$51, ADA Accessible
USA Mobile Drug Testing of Medina (BCI & FBI) 449 West Liberty Medina OH 44256 (330) 721-1212	BCI \$33, FBI \$35, BOTH \$64 8:00am - 5:00pm Monday thru Friday Walk ins welcome
Life Care Center of Medina (BCI & FBI) 2400 Columbia Road Medina OH 44256 (330) 483-3131	24/7

- **Or other reputable location**

Please be prepared to pay \$27- \$40 (cash accepted, some locations may accept credit) **You must call ahead of time to inquire about appointment availability.**

Fingerprint Background Check- You will need:

1. A government issued photo ID - such as your driver's license – showing current address and your date of birth.
2. Your Social Security Number – If you know your number, there is no need to bring your SS card.
3. 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. Use the following reason codes:

BCI Revised Code: 2151.86

FBI Revised Code: 2151.86, Out of Home Child Care

4. Background check results **must be mailed DIRECTLY to:**

Attention: **Background Checks – 4-H MEDINA COUNTY**
OSU Office of Human Resources
1590 N. High St., Ste. 300
Columbus, Ohio 43201

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.

- **Card #1:** [Ohio Bureau of Criminal Investigation \(BCI\)](#) (see pages 2-3)
- **Card #2:** [Federal Bureau of Identification \(FBI\)](#) (see pages 4-5)

The ink card(s) with payment and the [exemption form](#) (page 6-7) 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 background check contents and mail to:
Civilian Unit Identification Dept.
Bureau of Criminal Identification & Investigation (BCII)
P.O. Box 365
London, Ohio 43140

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 you can submit your **reimbursement here:** https://osu.az1.qualtrics.com/jfe/form/SV_3KkYGdwajZOLHmJ OR complete the form below and We will submit a reimbursement request for you. **Be sure your name appears on your receipt and that personal information such as Social Security number is not visible.** 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): _____

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:* _____