



**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](http://www.ohioattorneygeneral.gov) for additional Web Check locations.

**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

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

Volunteer Full Legal Name (Print first, middle, last): \_\_\_\_\_

Volunteer's address (street number, name, city, Zip code) \_\_\_\_\_

Agency Name where background check was completed \_\_\_\_\_

Amount of requested reimbursement \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_