

4-H Volunteer Criminal History Fingerprint Background Check Procedure

Please take this page with you when you go to have your background check.

In Logan County, 4-H volunteers should have their background check done at:

Logan County Sheriff's Department

284 County Road 32 S
Bellefontaine, OH 43311
Phone: 937-592-5731

BCI: \$27.00 FBI (non-Ohio): \$30 Both: \$57
(exact cash or check only)

Monday & Wednesday Saturday
10:00 a.m. – 10:00 p.m. 8:00 a.m. – 8:00 p.m.

Midwest Regional Educational Service Center

121 S. Opera Street
Bellefontaine, OH 43311
Phone: 937-599-5195

BCI Cost: \$35.00 FBI (non-Ohio): \$35 Both: \$70
(exact cash or check only)

BY APPOINTMENT ONLY ON WEDNESDAYS

OTHER OPTIONS:

There are many agencies and businesses around Logan County that provide background checks and may have more convenient hours and locations. These options are not free but you can get reimbursed through the process outlined at the bottom of this page. A list of agencies that may be able to process your background check can be found here:

<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>

What You Need to Get Your Ohio 4-H 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? No need to bring your SS card.
3. Use **2151.86** as the reason code you are having the background check.
4. If you have not lived in Ohio for the past 5 years, you must also have an FBI report.
5. Background check results **must be mailed to:**

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

tape receipt in this area

If the agency is not able to get a good scan of your fingerprints, please ask for an inked fingerprint card. You will then bring the inked card to the Extension office.

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, keep your original receipt and bring it, along with this form, to your county OSU Extension office. Complete the form below and be sure your name appears on your receipt. We will submit a reimbursement request for you. The check will be mailed from OSU in Columbus; it may take eight to ten weeks to process and will not say 4-H, but OSU.

OSU Extension 4-H Volunteer Request for Reimbursement

Volunteer 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:
