



\*OHR= Office of Human Resources

**OHR step-by-step:**

1. Fill out "[background check request roster](#)" and submit to [HR-BackgroundChecks@osu.edu](mailto:HR-BackgroundChecks@osu.edu) 6-8 weeks in advance of activity or program start date to ensure all results are complete in time.

**\*This is very important so that individual results can be communicated.**

2. Send [e-request](#) if department is paying. Select OHR background check as internal vendor.

3. Send "[OHR email](#)" to personnel. Please note that you may need to edit this appropriately for current employees. Specifically, items in red should be customized.

4. OHR will send spreadsheet back with clear or not clear on each person.

[Back to flowchart](#)

**“OHR email”**

Hello **INDIVIDUAL**,

In order to begin your position, you will need to complete a BCI fingerprint background check (or BCI/FBI if you have not lived in Ohio for the past five years), in accordance to the [Activities and Programs with Minor Participants policy](#). As a reminder, you will not be eligible to begin **working/volunteering** until the fingerprint background check has been completed and reviewed by the Ohio State University Office of Human Resources. You need to complete this background check 6-8 weeks in advance of activity or program start date to ensure all results are returned in time.

Fingerprinting services are available at the **Ohio State University Office of Human Resources, 1590 N. High Street, Suite 300, Columbus, Ohio 43201**. The hours for the fingerprinting service at the Ohio State University Office of Human Resources are Tuesday-Friday from 9AM-11AM and 1PM-4PM. Please visit <https://hr.osu.edu/services/background-checks-fingerprinting/> for details, most notably on what items are needed to bring with you.

**Optional for program to include: You will be responsible for paying for the background check. A BCI only costs \$37.70 and the BCI/FBI together costs \$61.70.**

Please contact the [Ohio State University background check office](#) at [hr-backgroundchecks@osu.edu](mailto:hr-backgroundchecks@osu.edu) or 614-292-3595 if you have any questions or concerns about the background check process.

Thank You,

[Back to flowchart](#)

### **In-state step-by-step:**

1. Fill out "[background check request roster](#)" and submit to [HR-BackgroundChecks@osu.edu](mailto:HR-BackgroundChecks@osu.edu). Send personnel for background check 6-8 weeks in advance of activity or program start date to ensure all results are complete in time.

**\*This is very important so that individual results can be communicated.**

2. Send the following to personnel:

- "[Background check form](#)" with type of check (column C) and code (column D, E, or F) checked (per background check request form)

- "[In-state email](#)" \*Please note that you may need to edit this appropriately for current employees. Specifically, items in red should be customized.

- "[BCI support letter](#)" (only needed for those requiring a 2151.86 (care, custody, or control) code)

3. Results will be mailed to OHR and you will receive spreadsheet back with clear or not clear on each person.

Tip:

For like groups (for example: have lived in Ohio more than 5 years and need a 2151.86 code), you can fill out a blanket "background check form" so that you can email the two documents ("background check form" and "BCI support letter") together for multiple people.

[Back to flowchart](#)

## “In-state email”

Hello **INDIVIDUAL**,

In order to begin your position, you need to complete the BCI fingerprint background check (or BCI/FBI if you have not lived in Ohio for the past five years), in accordance to the [Activities and Programs with Minor Participants policy](#). As a reminder, you will not be eligible to begin **working/volunteering** until the fingerprint background check has been completed and reviewed by the Ohio State University Office of Human Resources. You need to complete this background check 6-8 weeks in advance of activity or program start date to ensure all results are returned in time.

**Important-** you will need to print the attachment(s) on this email to show the WebCheck agency. A complete listing of WebCheck agencies can be found here: <http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing>.

Please email [HR-BackgroundChecks@osu.edu](mailto:HR-BackgroundChecks@osu.edu) when you have finished your fingerprinting so that the Ohio State University’s background check office can expect your results in the mail. When completing the form for your fingerprint background check, please notify the WebCheck agency that your check will need to be mailed directly to the address below **before they take your fingerprints**.

Attention: Gina Thorpe

Ohio State University Office of Human Resources

1590 N. High St., Ste. 300

Columbus, Ohio 43201

Please contact the [Ohio State University background check office](#) at [hr-backgroundchecks@osu.edu](mailto:hr-backgroundchecks@osu.edu) or 614-292-3595 if you have any questions or concerns about the background check process.

Thank You,

[Back to flowchart](#)

**Out-of-state step-by-step:**

1. Fill out "[background check request roster](#)" and submit to [HR-BackgroundChecks@osu.edu](mailto:HR-BackgroundChecks@osu.edu). Send personnel for background check 6-8 weeks in advance of activity or program start date to ensure all results are complete in time.

**\*This is very important so that individual results can be communicated.**

2. OHR will contact you to complete request process.

3. Results will be mailed to OHR and you will receive spreadsheet back with clear or not clear on each person.

[Back to flowchart](#)