Does your activity or program fall under the definition within the Youth Activities & Programs policy, as well as the scope in Policy Details, section I?

Yes

Does the position you are inquiring about involve care, custody, or control of minors as defined in the Youth Activities & Programs policy?

Yes

Is individual coming to OHR* for check?

Yes

Follow OHR step-by-step

Is individual in Ohio but not getting check at OHR*?

Yes

Follow in-state step-by-step

Is individual out-of-state?

Yes

Follow out-of-state step-by-step

No

Would you like to run a fingerprinting background check?

No

Contact OHR* for other background check options if desired or if no check is desired, do nothing.

*OHR= Office of Human Resources
**OHR step-by-step:**

1. Fill out "background check request roster" and submit to 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. For program and activity leaders, ensure that your roster of volunteers and staff have been uploaded to the registration system.
“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 Youth Activities and Programs 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/bci-fbi/ 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 or 614-292-3595 if you have any questions or concerns about the background check process.

Thank You,
**In-state step-by-step:**

1. Fill out "background check request roster" and submit to 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 processed accordingly.

4. For program and activity leaders, ensure that your roster of volunteers and staff have been uploaded to the registration system.

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]
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 Youth Activities and Programs 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: [https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing](https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing)

Please email 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: Background Checks

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 or 614-292-3595 if you have any questions or concerns about the background check process.

Thank You,
Out-of-state step-by-step:

1. Fill out "background check request roster" and submit to 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 processed accordingly.

4. For program and activity leaders, ensure that your roster of volunteers and staff have been uploaded to the registration system.

Back to flowchart
Online step-by-step


2. You will begin the background check process by selecting Get Started.

3. The OSU invitation code of “0FD7128D8A4442-4073F03D” will automatically populate for you. Please do not delete or alter this number. Select Begin to advance to the next screen.

4. You will be required to supply your email address and a password in order to create an account. If you have previously requested a background check through Sterling (for any organization), you may choose “I am a returning user” to login into your existing account.

5. Provide your location information.

6. ESign your full name at the bottom of the “Electronic Signatures” notice and select Sign once completed.

7. Review the “Disclosure” notice and select Next once completed.

8. Review the “State Law” notice and select Next once completed.

9. Review the “Summary of Right FCRA” notice and select Next once completed.

10. Review the “Security Freeze” notice and select Next once completed.

11. Review the “Authorization” notice and select Apply Signature once completed.

12. The application will require your personal information, which includes name, maiden/alias name(s), SSN, date of birth, phone number(s), email address(es), etc. Provide all required fields and select Next once completed.

13. You are required disclosure your criminal conviction offenses, this includes criminal traffic such as OVI, DUI, Hit-Skip. The application will provide you with specific state rules if you select “Yes” to the self-disclosure questionnaire. Criminal convictions will not necessarily impact your involvement. Individuals involved with the university must follow the university's Self-Disclosure of Criminal Convictions Policy, which requires an individual to self-disclose all criminal convictions that occur while employed/appointed at the university. You may review the policy at http://hr.osu.edu/public/documents/policy/policy417.pdf. Select Next once completed.

14. The “Additional Questions” section will ask which OSU department/position you are being considered for. If neither of the options within the dropdown apply to you, please select “OTHER” and select Next once completed.

15. The “Document” section is available for those who are required to provide any additional documents as it pertains to their package. You may skip this step by selecting Next if there are no required uploads.

16. You will be asked to review all of the information that has been supplied. Select Confirm once completed.

17. For program and activity leaders, ensure that your roster of volunteers and staff have been uploaded to the registration system.
“Online email”

Hello INDIVIDUAL,

In order to begin your position, you need to complete the online background check, in accordance to the Youth Activities and Programs policy. As a reminder, you will not be eligible to begin working/volunteering until the online background check has been completed and reviewed by the Ohio State University Office of Human Resources. You need to complete this background check 2 weeks in advance of activity or program start date to ensure all results are returned in time.

The university utilizes the background check provider Sterling Talent Solutions so you will need to visit https://www.sterlingtalentsolutions.com/landing-pages/o/osu/ to register. The base cost of a background check through this portal runs at $22.50, but you may need to pay additional court fees depending on which states you have previously resided. You will be prompted to disclose any convicted criminal offenses, but please note that criminal convictions will not necessarily bar you from program participation.

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

Thank You,