



*OHR= Office of Human Resources

OHR step-by-step:

1. Submit your activity or program registration, including personnel roster at: <https://apps.hr.osu.edu/Minors/>
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. BCI advises to complete checks 6-8 weeks in advance of activity or program start date to ensure all results are complete in time.
4. Your activity/program registration roster will be updated when results are received.

[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/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,

[Back to flowchart](#)

In-state step-by-step:

1. Submit your activity or program registration, including personnel roster at: <https://apps.hr.osu.edu/Minors/>
2. Send the following to personnel:
 - a. •"[Background check form](#)" with type of check (column C) and code (column D, E, or F) checked (per background check request form)
 - b. •"[In-state email](#)" *Please note that you may need to edit this appropriately for current employees. Specifically, items in red should be customized.
 - c. •"[BCI support letter](#)" (only needed for those requiring a 2151.86 (care, custody, or control code))
3. Your activity/program registration roster will be updated when results are received.

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

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,

[Back to flowchart](#)

Out-of-state step-by-step:

1. Submit your activity or program registration, including personnel roster at: <https://apps.hr.osu.edu/Minors/>
2. Email background check office at hr-backgroundchecks@osu.edu to indicate that fingerprint cards will be needed for out-of-state individuals.
3. Background check office will contact you to complete request process.
4. Send personnel for background check 6-8 weeks in advance of activity or program start date to ensure all results are complete in time.
4. Your activity/program registration roster will be updated when results are received.

[Back to flowchart](#)