

Volunteer Background Check Fingerprinting

1. Identify a local agency/organization that has capability to conduct fingerprint checks using the Webcheck® system. For a listing of current sites:
<http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing>
2. Contact the administrator of the agency/agencies that have the capability to conduct Webcheck® to determine their ability to conduct checks for your volunteers.
3. Set-up a time to meet in order for you to become familiar with their system and what will be required of potential volunteers when they go to that site for fingerprinting. Also, be sure to discuss with them that all OSU Extension volunteers will have the background check run using “reason code” 2151.86 (this refers to a specific section of the Ohio Revised Code).
4. Ohio BCI charges \$22.00 to perform each background check. Many Webcheck® agencies add their own service fee to the Ohio BCI required cost. Such fees may range from \$5.00 to \$40.00.
5. If the potential volunteer has not lived in Ohio the past five (5) consecutive years, they will also need to have a FBI criminal history background check conducted. The cost for the FBI check is in addition to the Ohio check. An approximate amount charged for both Ohio BCI and FBI checks ranges \$60.00 to \$75.00.
6. Discuss with the Webcheck® agency the forms of payment they will accept, and/or the process for paying for the volunteer background checks for your local program(s).
7. Be aware of appropriate times for individuals to go to the Webcheck® agency to get the fingerprints done. Be sure that you communicate with the potential volunteers the appropriate location, times, costs, and what they will need to bring with them (i.e. Drivers License).
8. The organization conducting the background checks will not receive the results. All volunteer results must be sent to a central location at Ohio State University’s Office of Human Resources. That “mail to” address is:

Attention: Gina Thorpe – INSERT YOUR COUNTY/UNIT NAME
OSU Office of Human Resources
1590 N. High St., Ste. 300
Columbus, Ohio 43201
9. For 4-H volunteers - enter a profile for the potential volunteer in 4-H Online prior to sending them to get their fingerprints taken.
10. For all other OSU Extension volunteers - county/unit personnel will email the list of names (full legal name) and their dates of birth to extvolunteerbgcheck@osu.edu indicating your county/unit and the program for which they have applied to volunteer. County offices/units will receive the appropriate information related to the background check results from OHR.
11. If you have additional questions about the Webcheck® system, please visit the following website:
<http://www.ohioattorneygeneral.gov/FAQ/Background-Check-FAQs.aspx>

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