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Superintendent of Schools

140 S. Main Street
Milan, OH 44846-9735
Phone: (419) 499-3000, ext. 1111
Fax: (419) 499-4859

Anne M. Arnold – Treasurer

Ohio Department of Education
District of Momentum

To: Employees/Parents/Community Volunteers
From: Krista Baker, Executive Assistant
Re: BCII/FBI Criminal Records' Check

Ohio state law mandates that all new public school employees must have a criminal background check. In an effort to insure the safety and security of the community's children while they are under our care, the district has also opted to have *all school volunteers* undergo a criminal records' check prior to allowing them to supervise any students. This entails fingerprinting persons who will serve as a volunteer or employee and submitting those prints to the Ohio Bureau of Criminal Identification & Investigation (BCII). BCII will review each individual and report any criminal activity which would make them ineligible to assist in schools or work with children. The criminal activities that bar persons from school service are listed below.

To facilitate this initiative we have listed several agencies below that have purchased the Webcheck system to assist area schools and agencies in conducting criminal checks of their employees, substitutes, and/or volunteers. A written verification of a person's eligibility to serve in a position of "public trust" is returned to you or our agency usually within 2 to 3 weeks of submission. The system also enables BCII to electronically forward the results of the check to ODE/Teacher Certification within 5-10 business days of a return should you need results for teacher/aide certification.

***Volunteers need only to have the BCII (Ohio) background check completed unless volunteer has not lived in the state of Ohio for the last five years.**

REASON CODES FOR BACKGROUND CHECK: Teachers: BCII/FBI: 3319.291

Non-teaching employees/Volunteers: BCII Code: 3319.39B1, FBI Code: 3319.39

DO NOT GO TO THE ERIE OR HURON COUNTY SHERIFF'S OFFICE – THEY WILL NOT SEND A COPY TO YOU IN ADDITION TO SENDING ONE TO ODE.

1. **Norwalk City Schools-Board of Education**, 134 Benedict Avenue, Norwalk, phone Ms. Lorcher: 419-660-1805. Cost: BCII-\$35.00/FBI-\$35.00 and both for \$70.00. Hours are Monday and Wednesday, 2:00-3:45 p.m. or by appointment. No walk-ins please. Please report to the Central Office with your driver's license and Cash, Visa, Master Card, Discover or money order written to NCS.
2. **North Point Educational Service Center**, 4918 Milan Road, Sandusky. The cost is \$30.00 for the BCII and \$30.00 for the FBI background check which may be paid with cash or money order made payable to: Treasurer NPESC. Hours are Tuesdays and Thursdays only from 1:00 p.m.-3:30 p.m. Picture ID is required. Any questions, call 419-627-3900, ext. 3. Go to NPESC website, go to *Fingerprinting* and print off form: Request for Background check. Complete and bring along with you.

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3. **Sandusky License Bureau**, 1050 Cleveland Road, Sandusky. Cost is: \$42.00 for BCII and \$44.00 for the FBI background check or both for \$79.00. Cash ONLY will be accepted. Drivers License or State ID required. Hours are Monday-Friday: 8:00 a.m.-5:00 p.m. and Saturdays 8:00 a.m.-noon. For more information, call 419-625-1983.
4. **North Point Educational Service Center**, 180 Milan Avenue, Norwalk. The cost for BCII is \$30.00/FBI-\$30.00. Hours are 9:00 a.m.-3:00 p.m. Mondays and Thursdays by appointment only. Please call Deb Graber at 419-627-3990 before you go. Exact amount for cash only. Go to the NPESC website, go to *Fingerprinting* and print off form: Request for Background check. Complete and bring along with you.

Individuals using the Webcheck option must possess a valid Ohio Driver's License and present said document to the system processor at the time of being fingerprinted.

PLEASE NOTE: Individuals convicted of the following crimes are not permitted to serve as school employees or volunteers as stipulated in Ohio law: murder or aggravated murder, voluntary or involuntary manslaughter, assault, felonious assault, aggravated assault, failure to provide proper care for functionally impaired person, aggravated menacing, patient abuse or neglect, felonious sexual penetration, kidnapping, abduction, child stealing, child enticement, sexual battery, sexual imposition or gross sexual imposition, unlawful sexual conduct with a minor, importuning, voyeurism, public indecency, prostitution or procuring prostitution, compelling or promoting prostitution, pandering obscenity and/or child pornography, disseminating matter harmful to juveniles, pandering any sexually oriented materials involving or depicting minors, use of minor in nudity-oriented materials or performance, robbery or aggravated robbery, burglary or aggravated burglary, unlawful abortion, endangering children, contributing to unruliness or delinquency of child, domestic violence, carrying concealed weapon, having weapon while under disability, discharging firearm at or into a school or residence, corrupting another with drugs, trafficking in drugs, illegal manufacture of drugs or cultivation of marijuana, funding of drug or marijuana trafficking, illegal administration or distribution of anabolic steroids, drug possession (other than a "minor drug possession offense"), placing harmful objects or substances in food.

A BCII/FBI report does not cite activities other than those listed above. Traffic violations, minor misdemeanors, etc. are not reported.

Should you have any questions, please feel free to call me at 419-499-3000, ext. 1111.

Updated 7/19