

Request for a Background Check via Electronic Fingerprinting (Webcheck)

Part A Type of Background Check Requested

- Select appropriate box(es) for BCI, FBI (or) both
- One (1) "Authorized Reason Code" MUST be provided for check to be processed (refer to "authorized reason code" listing)

BCI Reason Code: _____ (only 1)

FBI Reason Code: _____ (only 1)

Part B Direct Copy (select only one):

- | | | |
|---|---|---|
| <input type="checkbox"/> NONE | <input type="checkbox"/> OH Board of Pharmacy | <input type="checkbox"/> OH Medical Board |
| <input type="checkbox"/> BMV Dealer Licensing | <input type="checkbox"/> OPOTA (OH Peace Officer) | <input type="checkbox"/> OH Dept. of Public Safety / PISG |
| <input type="checkbox"/> BMV Deputy Registrar | <input checked="" type="checkbox"/> OH Dept. of Education | <input type="checkbox"/> OH Racing Commission |
| <input type="checkbox"/> Child Care Center (Type A-ODJFS) | <input type="checkbox"/> OH Dept. of Liquor Control | <input type="checkbox"/> Orthotics Board |
| <input type="checkbox"/> Dietetic Board | <input type="checkbox"/> OH Dept. of Insurance | <input type="checkbox"/> Respiratory Care Board |
| <input type="checkbox"/> Lottery Commission | <input type="checkbox"/> OH Nursing Board | <input type="checkbox"/> Social Work Board |
| <input type="checkbox"/> Occupation/Physical Therapy, Athletic Training | | <input type="checkbox"/> OH Construction Board |

Part C Personal Information (please print):

Name _____ City/State _____
Date of Birth _____ SS# _____ Zip/Postal Code _____
Address _____ Phone # _____

Part D Address for results to be mailed to: **Margaretta Local Schools**
Attn: Secretary
305 S. Washington Street
Castalia, OH 44824

I certify that the personal identifiers provided on this form are accurate and I voluntarily and knowingly authorize the OH Bureau of Criminal Identification & Investigation to conduct a criminal records check for the information relating to me. I also voluntarily and knowingly authorize BCI&I to disseminate criminal arrest, conviction and juvenile delinquency adjudication records to (requesting agency) _____ . I voluntarily and knowingly release and discharge the Webcheck processing agency (NPESC), the Ohio Attorney General's Office, BCI, FBI and their employees from all claims and liability related to this authorized criminal record review and dissemination.

Applicant's Signature _____

Date _____

Parent/Guardian Signature (Minor Applicants only) _____

**** By signing this form the applicant acknowledges that all information on this form is accurate. Any mistakes or errors on this form are the responsibility of the applicant.**

Webcheck Locations/General Information

The following locations offer Webcheck services which enables them to electronically fingerprint individuals and submit those prints to BCI/FBI labs for review via email. A written verification of a person's eligibility to serve in a position is returned within thirty (30) days of submission. The system also enables BCI/FBI to electronically forward the results of the check to ODE/Teacher Certification within five business days of a return. The completed "Request" form included in this packet tells them where you would like an electronic copy sent and gives them our Board Office's address for them to send a paper copy. You must possess a valid Ohio Driver's License or state ID and present it to the system processor at the time of being fingerprinted. Payment is cash or money order

North Point ESC – Erie County

4918 Milan Road
Sandusky, Ohio 44870
Tuesday & Thursday appointments
1:00 – 3:30 pm
419-627-3900 (option 3)

Sandusky License Bureau

1050 Cleveland Road
Sandusky, Ohio 44870
Monday-Friday 8:00 am – 5:00 pm
Saturday 8:00 am - Noon
419-625-1983

Firelands Corporate Health

5420 Milan Road
Sandusky, Ohio
Monday - Friday 7:00 – 4:30, no appointment
419-557-5052

Other locations for Webcheck can be found at [Ohio Attorney General Webcheck Locations](#)

BCI Codes:

3319.39B1 School Employees – non-teaching positions only, coaches
3319.39B3 School Employees – teachers only
3327.10 School Bus Driver

FBI Codes:

3319.291 School Employees – licensure with ODE
3319.39 Public School District Employees including school bus drivers, coaches