DIOCESE of COLUMBUS

Civilian Criminal Background Checks

You can be fingerprinted anyplace that offers Webcheck services. The following link will take to a listing of locations in Ohio. You can narrow it down by county.

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

- For **licensed** Catholic School employees – teachers, Pupil Activity Permit (PAP) holders, counselors, some therapists: **ORC 3319.291**

- For **non-teaching** Catholic School employees – maintenance, administrative support staff, etc.: **ORC 3319.39B1**

- For parish employees who have been legal residents of Ohio for **more** than 5 consecutive years, you will need to complete state level background check through the Ohio Bureau of Criminal Investigation (BCI), use code: **ORC 2151.86**

- For parish employees who have been legal residents of Ohio for **less** than 5 consecutive years, you will need to complete both a state level background check through the BCI **and** a national level background check through the Federal Bureau of Investigation (FBI), use code: **ORC 2151.86**

- For parish or Catholic School volunteers who have been legal residents of Ohio for **more** than 5 consecutive years, you will need to complete state level background check through the BCI, use code: **ORC 2151.86**

- For parish or Catholic School volunteers who have been legal residents of Ohio for **less** than 5 consecutive years, you will need to complete both a state level background check through the BCI **and** a national level background check through the FBI, use code: **ORC 2151.86**

All reports must be sent <u>directly</u> from
the Ohio Bureau of Criminal Investigation to:
Safe Environment Program - Diocese of Columbus
197 E. Gay St. Columbus OH 43215