



Adams County
215 N Cross St, Rm 104
West Union, OH 45693
937-544-2339 Phone
937-544-8125 Fax
adams.osu.edu

4-H Volunteer Criminal History Fingerprint Background Check Procedure

Please take this page with you when you go to have your background check.
In Adams County, 4-H volunteers should have their background check done at:

Adams County Sheriff's Office
110 W. Main Street (Court House)
West Union, OH 45693
Phone: 937-544-2314
Call to schedule an appointment
Cost is \$32 (cash or money order)

tape receipt in this area

What You Need to Get Your Ohio 4-H Background Check

- 1. A government issued photo ID - such as your driver's license - with your current address, and showing your date of birth.
2. Your Social Security number - Know your number? No need to bring your SS card.
3. Use 2151.86 as the reason code you are having the background check.
4. If you have not lived in Ohio for the past 5 years, you must also have a FBI report.
5. Background check results must be mailed to:

Attention: Background Checks - 4-H - Adams County
OSU Office of Human Resources
1590 N. High St., Ste. 300
Columbus, Ohio 43201

If the agency is not able to get a good scan of your fingerprints, you will need to complete the ink fingerprint process. If you have not lived in Ohio for the last five consecutive years, you are required to complete both a BCI (Ohio) and FBI (National) ink card.

- Card #1: Ohio Bureau of Criminal Investigation (BCI) (see pages 2-3)
Card #2: Federal Bureau of Identification (FBI) (see pages 4-5)

The ink card(s) with payment and the exemption form (page 6-7) must be submitted to BCI for processing. Cash, third party or starter checks will not be accepted. A money order, certified check, business check or personal check must be made payable to: Treasurer, State of Ohio

Enclose all background check contents and mail to:
Civilian Unit Identification Dept.
Bureau of Criminal Identification & Investigation (BCII)
P.O. Box 365
London, Ohio 43140

Note: The fingerprint background check process reveals past criminal convictions. The Ohio Revised Code specifies certain criminal convictions as disqualifying events that forbid current and future volunteer involvement with Ohio 4-H and OSU Extension. You can view this list at: http://go.osu.edu/DQoffenses.

If you would like to be reimbursed for the cost of your background check, keep your original receipt and bring it, along with this form, to your county OSU Extension office. Complete the form below and be sure your name appears on your receipt. We will then submit a reimbursement request for you. The reimbursement check will be mailed from OSU in Columbus; it may take eight to ten weeks to process.

OSU Extension 4-H Volunteer Request for Reimbursement

Volunteer Name (Print first, middle, last): _____

Volunteer Signature: _____ Date: _____

For office use only. Tape receipt to top of this form before scanning.
Date volunteer reimbursement request received at Extension Office: _____ (month / day / year)
Name & initials of OSU Extension Professional receiving request: _____ Initials: _____

