OSU Extension
4-H Volunteer Applicant
BCI Background WebCheck

Take these instructions with you when going for your background check.

WebChecks are available locally at:
Adams County Sheriff’s Office
110 W. Main Street (Court House)
West Union, Ohio 45693
Phone: 937-544-2314

Walk-ins are welcome on:
Tuesday, Wednesday, and Thursday
8:30 a.m.-3:30 p.m.

Applicants will need to bring:
$32.00 for payment in the form of cash or money order
Valid picture identification, such as a driver’s license
Proof of social security number (May need this. Not always.)

**Code:** The following should be used as the BCI Reason Fingerprint Code: 2151.86.

**Request that the fingerprint reports be sent to:**
Attention: Background Checks – 4-H – Adams County
OSU Office of Human Resources
1590 N. High St., Suite. 300
Columbus, OH 43201

**Questions?**
Contact OSU Extension Adams County
215 N. Cross Street, Room 104
West Union, Ohio 45693
937-544-2339