

## 4-H Advisor

### Bureau of Criminal Investigation (BCI)

### Electronic Fingerprint Background Checks

## Union County

Here are the details for completing a WebCheck, a requirement for becoming a 4-H Advisor:

- Step 1:** Download a “[BCI Instructions Page and Reimbursement Request](#)” form or pick one up from the OSU Extension Office in Marysville (Ph: 937-644-8117).
- Step 2:** Schedule an appointment with the Union County Sheriff’s Office or other Webcheck location. Appointments are also available at the Marysville Police Department for individuals living or working in the city of Marysville.
- Step 3:** Take your form to the Union County Sheriff’s Office, Police Department, or other Webcheck location to be fingerprinted. For additional Webcheck® locations, visit

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

#### Take With You

The only items you need to take are the Background Check Form you receive from the Extension Office, payment for the background check, and a valid Ohio Driver’s License or picture ID. For your convenience, a prefilled form for the Union County Sheriff’s Office and the Marysville Police Department is included on the Forms and Application Page on the Union County Website.

- Step 4:** You’re done! You will not receive any type of report. The report from the BCI&I will go to the Human Resources Office at OSU, who will send us a confirmation.
- Step 5:** The Ohio State University will reimburse volunteers for the cost of the required Background check. To receive your reimbursement, sign and return the “BCI Instructions Page and Reimbursement Request” form with your payment receipt attached. The office will submit the receipt to OSU for reimbursement.

**If you had a BCI fingerprint check within the last 12 months**, and it was for a reason related to working with children, working with the elderly, or certain types of licensing, you **MAY** be able to request a copy of that report. BCI charges \$8 to send a copy of the report.

Please contact the office to receive a copy of the appropriate form to request an additional copy of your BCI report.

