



**4-H Volunteer Criminal History Fingerprint Background Check Procedure**

**Please take this page with you when you go to have your background check and provide these instructions to the fingerprint official before you are fingerprinted.**

In Greene County, 4-H volunteers should have their background check done at:

*Greene County Sheriff's Office  
105 E. Market Street Xenia, OH 45385  
Monday, Tuesday, Thursday 8am-3pm APPOINTMENT ONLY  
Friday walk-ins 8am-3pm*

**Fingerprint Background Check- You will need:**

1. A government issued photo ID - such as your driver's license – showing current address and your date of birth.
2. Your Social Security Number – If you know your number, there is no need to bring your SS card.
3. 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) background check. Use the following reason codes:

**BCI Revised Code: 2151.86**

**FBI Revised Code: 2151.86, Out of Home Child Care**

4. Background check results **must be mailed DIRECTLY to:**

**Attention: Background Checks – 4-H GREENE 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** not the Office of Human Resources, Background Check Office. Complete the form below and be sure your name appears on your receipt. We will submit a reimbursement request for you. Please submit receipt for reimbursement no more than 60 days past your fingerprinting to allow ample time to reimburse your request.

**OSU Extension 4-H Volunteer Request for Reimbursement**

Volunteer Full Legal 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: \_\_\_\_\_