

Obtaining Fingerprints

O.S.U. Extension Employees or Potential Employees

PLEASE NOTE: Fingerprint background check reports **MUST BE ON FILE** with the OSU Extension Human Resources Office **BEFORE** a new employee's **START DATE**. It may take up to three weeks for reports to be generated and sent to the OSUE HR Office so it is a good idea to **go as soon as possible to have the check done.**

Fingerprinting by Web-check method

Individuals in Ohio may have their fingerprinting done at any one of the many agencies around the state having web-check capability. It is suggested that potential employees follow these steps as a guide:

- For a list of agencies/organizations within Ohio, go to:
www.webcheck.ag.state.oh.us/WebCheckCommunity.htm .
- Outside of Ohio contact your State Attorney General, State Police, or State Highway Patrol for information.
- Please have the agency send results to:
Ohio State University Extension, Human Resources
Attn: HR-BC
2120 Fyffe Road, Rm 10
Columbus, OH 43210
- The results **MUST BE ON FILE** at the above address **PRIOR TO THE START DATE**. If the potential employee has results sent directly to their home, they are responsible for providing a copy to the OSU Extension Human Resources.
- The potential employee will be required to pay all costs associated with the web-check process. Please contact the local agency for method(s) of payment.

Campus-Based Web-check

Individuals who are on or near the Columbus campus may have the fingerprinting process completed at the O.S.U. Police Department (901 Woody Hayes Drive) 614-292-8081. Hours of operation are 9:00 - 11:00 am, and 1:00 – 3:00 pm, Tuesday, Wednesday and Thursday only. You may want to call 588-2281 prior to going.

PLEASE READ THE FOLLOWING INSTRUCTIONS:

- Take Civilian Background Check form. Please be sure to complete the top portion of this form. If not previously provided, you may pick up the form from OSU Extension Human Resources at the Agricultural Administration Bldg., 2120 Fyffe Road, Room 10.
- Take the completed form (with your driver license) to the O.S.U. Police Department Records Division at 901 Woody Hayes Drive.
- Fingerprints should be processed using the web-check system.
- You will be asked to pay for the web-check;
 - \$27.00 for all in-state Ohio residents (resident for at least 5 years)
 - \$29.00 for an FBI check (for those who are out of state or have been in Ohio for less than 5 years, and who will be working with children)
 - \$51.00 for both (for license and out of state residents) – only if workplace requires both.
- The report that will be generated should be sent directly to:
Ohio State University Extension, Human Resources
Attn: HR-BC
2120 Fyffe Road, Rm 10