November 1, 2016

4-H Volunteer Background Check Notice – Do Not Disregard

Dear Ohio 4-H Volunteer:

Thank you for the time and talent you give to Ohio 4-H! Your hours of dedicated service allow us to deliver outstanding positive youth development experiences to well over 210,000 Ohio youth each year.

Ohio 4-H and our home institution, The Ohio State University, are committed to providing safe environments for everyone who participates in the programs and activities we offer. We join with the rest of the Ohio State community to build on and strengthen our existing youth safety policies and procedures. A key component requires all adult 4-H volunteers, regardless of when they began service with us, to have a clear Ohio Bureau of Criminal Investigation (BCI) criminal history fingerprint background check on file with us before volunteer service begins, and every four years thereafter.

OSU Extension has been requiring a criminal history background check before any new 4-H volunteer begins service since 2002. The background checks, along with our volunteer application, screening and training procedures are part of our commitment to keep program participants safe.

Our records indicate you are due for a background check this year. To continue your service as a 4-H volunteer, you must complete an Ohio BCI fingerprint background check by December 31, 2016. Please follow the enclosed instructions to have your background check conducted and request reimbursement if you would like reimbursed. If you do not intend to have a criminal history fingerprint background check, please immediately notify your county 4-H professional that you are resigning your volunteer role.

We understand the extra time this takes and know you will understand the importance of taking steps to help ensure the safety of all 4-H members. Should you have questions or concerns about this process, please don’t hesitate to contact the Wayne County OSU Extension Office at: 330-264-8722. You may also call the State 4-H Office at 614-292-4444 and ask to speak with Kirk Bloir, Associate State 4-H Leader, or Tom Archer, State 4-H Leader.

Sincerely,

Douglas S. Foxx
Extension Educator, 4-H Youth Development

Kirk Bloir, Ph.D.
Associate State 4-H Leader

Thomas M. Archer, Ph.D.
State 4-H Leader
Fingerprint Background Check Information

4-H / Extension volunteers are required to have the BCI&I background check completed prior to beginning service and again every four years using Authorization Reason Code 2151.86. Additionally, those who have lived outside of the state of Ohio at any time during the past five years, must also have the FBI background check done using Authorization Reason Code 2151.86. 4-H volunteers may request reimbursement for their background check. Please save and submit your receipts to the Extension Office if you would like to be reimbursed.

Background Check Report Results should be sent to The Ohio State University Office of Human Resources at the following address:

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

Fingerprinting may be done at your choice of the following locations or any other Ohio Bureau of Criminal Investigation approved agency:

Tri-County Educational Service Center – 741 Winkler Dr., Wooster, OH 44691 – 330-345-6771
- No appointment required, but please call ahead
- Regular hours are Monday-Friday, 8:30 a.m. - 4:00 p.m.
- Cost: BCI&I - $38.00*, FBI - $41.00*
- Bring with you:
  - Identification - driver’s license, State of Ohio picture ID, or Passport and provide SS#
  - Payment - cash (exact amount) or credit card
  - No personal checks or debit cards accepted
  - TESC Background Check form (attached) with address where results will be sent

Wayne County Sheriff’s Department – Justice Center, 201 W. North St., Wooster
- By appointment only
- Schedule appointment online - click on the WebCheck tab (along left margin) on the Wayne County Sheriff’s website at www.waynecountysheriff.com
- Regular hours are: Monday – Friday, 9:00 a.m. – 12:00 p.m. and 1:20 – 4:00 p.m.
- Cost: BCI&I - $35.00*, FBI - $44.00*, combination BCI&I/FBI - $59.00*
- Bring with you:
  - Identification - driver’s license, Ohio picture ID, credit card, Social Security card, or passport (regardless of form of ID, MUST also provide Social Security number)
  - Payment - cashier’s check or money order only, payable to Wayne County Sheriff
  - No cash, personal checks, credit or debit cards accepted
  - Request for Background Check form (attached) with address where results will be sent

* Prices are as of 11/01/16 and are subject to change.

wayne.osu.edu
Background Check for Companies/Organizations

The Ohio State Bureau will ONLY mail the results to the address you list below.
Company/Organization Name OR State Board (if required)
Contact Name: Attention: Background Checks - 4-H Wayne County
                            □ Profit  □ Non-Profit

Address  OSU Office of Human Resources - 1590 N. High St.-Suite 300 - Columbus, OH 43201
Phone
Fax

We are requesting the following background check(s) for Employee/Student Name (please type or print)

Please check one of the following:
□ BCI  □ FBI  □ BCI and FBI  SS#

Please specify the reason for the BCI background check using the attached BCI Background Check Authorization Reason Codes. Authorized Title and Code - 2151.86

Please specify the reason for the FBI background check using the attached FBI Background Check Authorization Reason Codes. Authorized Title and Code - 2151.86

Check Appropriate Board (If required, an additional result can be electronically sent to one of the state boards below)
□ None  □ Ohio Department of Liquor Control
□ Ohio Board of Nursing  □ Ohio Department of Public Safety/PISG
□ Ohio Department of Education  □ Ohio Racing Commission

Add this employee to an existing purchase order, if you have already established one with us, or list PO number and attach purchase order.

Purchase Order Number:  □ Company Check  □ Bill Company/Organization
□ Individual responsible for paying Name

A photo ID (Driver's License, State Photo ID or Passport) is required at the time of the background check.

Authorized Employer Signature
Douglas S. Foxx

Print Name

OSU Extension - Wayne County
Company/Organization Name

11/01/16  330-264-8722
Date

Please Note: Tri-County E.S.C. is not responsible for determining the above information.
WAYNE COUNTY SHERIFF’S OFFICE
REQUEST FOR A BACKGROUND CHECK VIA ELECTRONIC FINGERPRINTING

Personal Information (please print)

Name __________________________
Address _________________________
City _____________________________
State ____________ Zip Code ________

Date of Birth ______________________
SSN ______________________________
Phone # __________________________
Email Address ______________________

Reason for background check (be specific):
__________________________________
__________________________________
__________________________________

Address where results are to be mailed:
Attention - Background Checks - 4-H Wayne County OSU Office of Human Resources 1590 N. High Street, Ste. 300 Columbus, OH 43201

Direct Copy Options
(if applicable) (select only one)

Ohio Dept. of Education Ohio Dept. of Public Safety BMV Dealer Licensing
Ohio State Racing Commission Dietetics Board Social Worker Board
Child Care Center - Type A - ODJ FS

Ohio Construction Board Ohio Board of Nursing BMV Deputy Registrar
Ohio Dept. of Liquor Control Ohio Dept. of Insurance OPOTA
Ohio Board of Pharmacy Ohio Medical Board Respiratory Care Board
Lottery Commission Orthotics, Prosthetics, Pedorthics Board Occupational Therapy, Physical Therapy and Athletic Trainers Board

I certify that the personal identifiers provided on this form are accurate and I voluntarily and knowingly authorize the Ohio Bureau of Criminal Identification & Investigation to conduct a criminal records check for the information relating to me. I also voluntarily and knowingly authorize BCI&I to disseminate criminal arrest, conviction and juvenile delinquency adjudication records to The Ohio State University. I voluntarily and knowingly release and discharge the Ohio Attorney General’s Office, BCI&I and their employees from all claims and liability related to this authorized criminal record review and dissemination.

By signing this form, the applicant acknowledges that all information on this form is accurate. Any mistakes or errors on this form are the responsibility of the applicant.

Applicant’s Name (please print) __________________________
Parent/Guardian Name (if applicable) ______________________

Applicant’s Signature __________________________
Parent/Guardian Signature (minor applicant’s only) __________

** Payment must be by cashier’s check or money order. **
4-H Volunteer Criminal History Fingerprint Background Check Procedure

Please take this page with you when you go to have your background check.

Please see enclosed page for list of local agencies that you can go to in Wayne County to have your fingerprint background check conducted.

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 Wayne 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, please ask for an inked fingerprint card. You will then bring the inked card to the Extension office.

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 and will not say 4-H, but OSU.

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: ______