

# 2024 WAYNE COUNTY 4-H Fingerprint Background Check Information

*4-H / Extension volunteers are required to have the BCI&I background check completed 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: See full list of approved WebCheck vendors online at: <https://go.osu.edu/webchecklisting>.

**Tri-County Educational Service Center** –741 Winkler Dr., Wooster. Phone: 330-345-6771

- No appointment required.
- Regular hours are Monday-Friday, 8:30 a.m. – 4:00 p.m.
- Cost: BCI&I - \$45.00\*, FBI - \$50.00\*, Both / Combined \$95.00
- Bring with you:
  - Identification - driver's license or State of Ohio picture ID or passport and social security number
  - Payment – cash (exact amount) or debit/credit card
  - Checks are not accepted.
  - OSU Extension 4-H Background Check form (attached) with address where results will be sent

**Wayne County Sheriff's Department** – Justice Center, 201 W. North St., Wooster. Phone 330-287-5750

- By appointment only
- Schedule appointment online - click on the "Schedule a Background Check" box on the Wayne County Sheriff's website at [www.waynecountysheriff.com](http://www.waynecountysheriff.com)
- Cost: BCI&I - \$35.00\*, FBI - \$44.00\*, combination BCI&I/FBI - \$59.00\*
- Bring with you:
  - Identification - driver's license, Ohio picture ID, birth certificate, Social Security card, or passport (regardless of form of ID, you must be able to provide your Social Security Number)
  - Payment - cashier's/certified check or money order only, payable to *Wayne County Sheriff*
  - No cash, personal checks, credit or debit cards accepted.
  - OSU Extension 4-H Background Check form (attached) with address where results will be sent.

\* Prices and information on this page are as of 10/1/2023 and are subject to change.

