

OYO Camp FBI/BCI Fingerprint Background Check Instructions

What kind of background check do I need?

Background checks expire after one year. Ohio requires that your BCI and FBI fingerprint checks are valid for the entire duration/week of camp. If, for example, the camp is from July 29-August 4 this year, then you must submit a background check that was obtained on or after August 5 of last year.

Where do I get a background check/fingerprints done?

Below are two links that you can visit to find locations in your area.

www.fastfingerprints.com

www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck

**For the Columbus area, please contact Melissa at melissap@dsc.org for instruction and form.

What will I need to bring with me?

1. **Driver license.** Verify with your background check location if there is anything else they require
2. **Payment.** Verify with your background check location what type of payment is accepted. Some locations only accept cash
3. **Bring this sheet with you for the address below** and in case the staff wants to know how they should code for your FBI and BCI.

Why do I need to get a background check?

As a day camp employee or volunteer working with children, the Ohio Department of Job and Family Services require it. Your FBI check will be coded as "Volunteer Children's Act" Your BCI check will be coded as "OTHER" and then the fingerprint worker will type in "working with children" or something similar to that because there is no code for overnight camp working with kids. Your FBI results can only be mailed to an agency/organization, not to a person.

Where do I send the results of my background check?

Deaf Services Center

5830 N. High Street Worthington, OH 43085

ATTN: Melissa Potrikus

How do I get reimbursed for my background check?

We will reimburse up to \$65.00 if your background check is clean and you are selected to work/volunteer at OYO Camp. Please submit your FBI/BCI receipt (keep a copy for your records) to Deaf Services Center by June 15 at the address listed above or email a copy to Melissa at melissap@dsc.org. Be sure to include your full name and current address so that DSC knows where to mail your receipt. Thank you!