

## **BCI/FBI Fingerprinting Services Checklist-What you need to bring:**

For individuals needing a BCI (State of Ohio) and/or FBI (Federal) Webcheck completed, the Huber Heights City Schools is a Webcheck vendor. Individuals may obtain these types of background checks in person at the Administrative Offices located at 5954 Longford Rd. Hours of operation are 8am through 4pm Monday thru Friday. Appointments are necessary and can be scheduled by calling 237-6300 ext 80132. Forms of payment accepted are cash, check, or money order. No credit/debit cards are accepted.

In order for us to handle your requested service as quickly and efficiently as possible, please ensure that you arrive prepared. The following is a checklist of items and information that you will need to provide:

- IDENTIFICATION** You MUST provide photo identification in the form of a VALID driver's license/permit/ID Card.
- TYPE OF SERVICE** Know what you need. You WILL need to know whether or not you need just a BCI background, just an FBI background, or if you need both. If a prospective employer is requiring you to obtain the background check, ask them to be specific as possible...BCI, FBI, or both. We DO NOT provide fingerprinting services for Visa's, Immigration, or Green Cards.
- REASON** You Will need to know the reason that the background check is required. Again, if your employer is requiring the background check, ask them to specify the reason so you can relay that to the Webcheck operator.
- ADDRESS** You WILL need to know the address that the results will be mailed to. BCI results can be mailed to yourself, however you may want to check with your prospective employer before having them sent to yourself. There are some employers that will only accept the results if they are sent directly to them in a sealed envelope from BCI. FBI background check results CANNOT be mailed to you. They must be mailed directly to whoever is requiring you to obtain the background check.
- FEES** The fee for a BCI only Webcheck is \$32.00. The fee for an FBI only Webcheck is \$34.00. The fee for both BCI/FBI is \$66.00. Payment must be made at the time of the service.

### **JUST NEED A FINGERPRINT CARD COMPLETED???**

Periodically an individual just needs his/her prints on a fingerprint card. We are also able to provide this service for a fee of \$10.00 (cash, check, money order) which will cover the cost of up to two cards. If you do not have the cards we can provide those for you.