

4-H Volunteer Criminal History Fingerprint Background Check Procedure
Please take this page with you when you go to have your background check.

In Pickaway County, we recommend that you have your background check done at:

Pickaway County Educational Service Center (PCESC)

2050 Stoneridge Road, Circleville, OH 43113

Contact Lydia Rittinger at the PCESC office at 740-474-7529 to schedule a fingerprinting appointment.
Please be prepared to pay \$30.00 **cash** or **money order** (they do not accept checks).

DOT Grove City

3387 Farm Bank Way, Grove City, OH 43123
614-725-6068

Hours: M-F 8:00 – 4:30 (Walk-Ins Welcome)
Please be prepared to pay \$34.00 cash or credit/debit card

Nationwide Background Checks

117 S. Court Street, Circleville, Ohio 43113
614-877-3357

Hours: M-T 9:00 – 5:00 & F 9:00 – 2:00 (Walk-Ins Welcome, you can call ahead for availability)
Please be prepared to pay \$35.00 with cash or check - \$36.05 with credit/debit card

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 run.
5. Background check results must be mailed to:

Attention: Background Checks – 4-H PICKAWAY COUNTY
OSU Office of Human Resources
1590 N. High St., Suite. 300
Columbus, OH 43201

tape receipt in this area

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.

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: _____

