

WebCheck Fingerprinting Sites

Updated 5.10

Butler County Clerk of Courts

315 High Street, Suite 550 (Gov't Serv. Ctr. -5th Floor)
Hamilton, OH 45011
887-3090

8:30 – 4:30 M-F No appt. necessary. \$27 for BCI only. \$57 total for both BCI & FBI. Discover or Master Cards (2.3% processing fee), personal check with name on it, or cash accepted. Bring valid driver's license. **Need to furnish locations where results should be sent** and name of contact person – (Joyce @ Ross Schools, 3371 Hamilton-Cleves Rd., Hamilton, OH 45013.)

Butler County Sheriff's Office

705 Hanover Street
Hamilton, OH 45011
785-1030

8:00 – 3:00 pm. M-TH No appt. necessary. \$25 for BCI, \$30 for FBI. A total of \$50 if both BCI and FBI are done at one time. *Call first to make sure prices have not changed.* CASH ONLY ACCEPTED (exact amount). Bring valid driver's license or state issued I.D. **Need to furnish locations where results should be sent.**

Edgewood City Board Office

3500 Busenbark Rd.
Trenton, OH 45067

8:00-3:30 when school is in session. Summer hours vary. Closed holidays. \$22 for BCI, \$24 for FBI, total of \$46 for both BCI and FBI. Please call Mary at 863-4692, Ext. 1003 to make appt. **Bring exact cash and valid driver's license.** **Need to furnish locations where results should be sent.**

Miami University Police Dept.

4945 Oxford-Trenton Road (on Rt. 73 across from Paul Brown Stadium horse stables)
Oxford, OH 45056
529-1936

8:00 – 4:30 M-F Closed holidays. No appt. necessary. Bring valid driver's license or state I.D. Cost for BCI only is \$36. Cost for FBI only is \$38. Total for both BCI and FBI is \$60. Prefer money orders or personal checks made out to Miami University. Cash also accepted. No credit or debit cards accepted. **Need to furnish locations where results should be sent.**

NOTE: If itemize on tax forms, fingerprinting fee can be tax deducted. Save receipt or check copy.

Inform fingerprint agent of destination(s) where fingerprint results should be sent.

*******Note: !!!! See back of sheet for NEW 2010 fingerprinting requirements.**

Send electronic copies of BCI and FBI fingerprint results to:
Ohio Department of Education, Office of Educator Licensure.

Send hard copies of BCI and FBI fingerprint results to:
Ross Local Schools Superintendent's Office
3371 Hamilton-Cleves Rd.
Hamilton, OH 45013

January, 2010

House Bill 1 requires changes to background check requirements for licensed educators in Ohio beginning January 1, 2010.

- **Initial applicants** for licensure must complete both BCI and FBI criminal background checks. These need to be less than 365 days old to be considered valid for licensing purposes.
- **Educators with multiple licenses** need only submit the required background checks when applying for renewal of the license or permit that is of the longest duration.
- **Permanent certificate holders** are required to submit the required background checks every five years. Permanent certificate holders having lived continuously in Ohio for those five years, however, need only to submit FBI background checks.
- **Educators renewing a license or permit and who have lived continuously in the State of Ohio for the previous five years and have a BCI background check on file with ODE** need complete only an FBI criminal background check once every five years.
- **Educators not having lived in Ohio for the past five years** need to complete both a BCI and FBI background check.

EACH TIME YOU HAVE FINGERPRINTS TAKEN, PLEASE REQUEST A COPY OF YOUR FINGERPRINT RESULTS BE SENT TO:

**OFFICE OF THE SUPERINTENDENT
ROSS LOCAL SCHOOLS
3371 HAMILTON CLEVES ROAD
HAMILTON, OH 45013**

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Contact Information
Office of Educator Licensure
[Educator Licensure Questions](#)
(614) 466-3593
1(877) 644-6338 (toll free)

www.education.ohio.gov

Ohio Department of Education
Office of Educator Licensure
25 South Front St., Mail Stop 105
Columbus, Ohio 43215-4183