



Columbus City Schools  
 Human Resources Department Webcheck  
**Fingerprint Request Form**

\_\_\_ \$46 BCI & FBI New Employees/Parent Consultant/Overnight Volunteers  
 \_\_\_ \$22 BCI Only (Daytime Volunteers)    \_\_\_ \$0 BCI Only Mentor (Fee Waived)  
 \_\_\_ \$30 FBI ONLY (5 year Renewal)       \_\_\_ \$0 HSVocational Students (Fee Waived)

- \* Any High School Student under the age of 18 must be accompanied by an adult
- \* All High School Students must provide School Issued Picture ID

Position/Program: \_\_\_\_\_ Work/School Location: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth (M/D/Y) \_\_\_\_\_

Have you been an Ohio Resident for the last 5 years? **Y / N** \_\_\_\_\_

Do you need a copy to the Ohio Dept. of Education? **Y / N** \_\_\_\_\_

Other names used (Aliases) \_\_\_\_\_ Driver License # \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Mobile                      Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home

Signature \_\_\_\_\_ Date \_\_\_\_\_

I hereby certify that I have given agency (4DV181) permission to obtain all criminal information pertaining to me in the files of the Ohio Bureau of Criminal Identification and Investigation (BCI&I). By placing my Fingerprint Images in the WEBCHECK Scanner, I am authorizing the BCI&I to release criminal history information about me to the person(s)/agencies identified in this request for the period of one year from the date of this transaction. I hereby release BCI&I and any and all individual identified in this request from all liability in connection with the dissemination of such criminal history information.

**Hours: Monday –Friday 8:00 AM UNTIL 4:00PM**

**Debit/Credit Cards Or Money Orders Only (Made payable to Columbus City Schools)**

**Columbus City Schools, 3700 South High Street Executive Suite, Columbus, OH 43207**

The Columbus City School District does not discriminate based upon sex, race, color, national origin, religion, age, disability, sexual orientation, gender identity/expression, ancestry, familial status or military status with regard to admission, access, treatment or employment. This policy is applicable to all district programs and activities.

FOR OFFICE USE ONLY- DO NOT WRITE BELOW THIS LINE

Certificated / Administrator / Classified / Classified Sub / Part-Time Hourly / Full Time Hourly Substitute Teacher / Tutor / Consultant / Instructional Assistant	
Date Fingerprinted (M/D/Y)	Fingerprinted by:
BCI Result	Date: (M/D/Y)
FBI Result	Date (M/D/Y)