



Office of Human Resources
Department of Employment and Staffing
270 East State Street
Columbus, OH 43215
PH: (614) 365-5651 or (614) 365-5609
FAX: (614) 365-8332
www.columbus.k12.oh.us

Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

Fingerprint and Background Check Information

The cost of Fingerprinting is \$46.00 (only credit card or money orders payable to Columbus City Schools) at:
Columbus Education Center (CEC)
Human Resources
270 E. State Street
Columbus, OH 43215

Please ensure the following:

1. You are fingerprinted for ORC Sec 3319.39 Care, Custody and Control of Children
2. Have fingerprints done for both BCI and FBI
3. If you are a teacher, you need to also have results sent to the Ohio Department of Education. (This is done electronically when the background check is completed at CEC)
4. Bring documents for Employment Eligibility Verification Form I-9 List of Acceptable Documents (one document from list A or a document from both list B and C)
5. Bring state issued ID (i.e., driver's license or state ID)

If you had both FBI and BCI for ORC Sec 3319.39 fingerprints completed within the last year send the fingerprint and background check results to:

Certificated Personnel Aide
Columbus City Schools
270 E. State Street
Columbus, OH 43215

Human Resources Supporting Vision: Maximizing Human Capital for Student Success

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 in all district programs and activities.