

Background Check Information

Brookville Local Schools require that you have a BCI and FBI background check prior to employment. The following is information intended to assist you in obtaining your background check:

- You should take your driver's license or state I.D with you when you have your background check completed. You are encouraged to call the agency to verify how payment can be made (i.e. cash only, check, credit/debit card) and the cost as it varies by agency.
- You must request that the BCI/FBI test results be electronically submitted to the Ohio Department of Education (ODE). Please request that a paper copy is mailed to **Brookville Local Schools, ATTN: Superintendent, 75 June Place, Brookville, OH 45309.**

ORC Codes for BCI Background Checks:

- O.R.C. 3319 291 - School Employees - Licensure with ODE
- O.R.C. 3319 39B1 – School Employees – non teaching positions
- O.R.C. 3319 39B3 – School Employees – teachers only
- O.R.C. 3327 10 – School Bus Driver

ORC Codes for FBI Background Checks:

- O.R.C. 3319 39 – School Employees & School Bus Drivers
- O.R.C. 3319 291D – School Employees – Licensure with ODE

- Results are usually received in 5-7 days, depending on volume of requests received by BCI.
- If you do not request a paper copy, one may not automatically be mailed. You can obtain a paper copy of your BCI background check from the Bureau of Criminal Investigation, subsequent to your original webcheck, at a cost of \$8.00. You **cannot** obtain a subsequent copy of an FBI background check.
- For any additional questions, you can contact the Bureau of Criminal Investigation at 877-224-0043.

**The following is a list of local agencies that perform background checks.
You may use any agency you desire.**

Clayton License Bureau
8389 N. Main Street
Dayton, OH 45415
937-454-5222

Dayton Police Department
335 W. Third Street
Dayton, OH 45402
937-333-1182

Huber Heights BMV
6134 Chambersburg Road
Huber Heights, OH 45424
937-233-7211

Miamisburg Police Department
10 N. First Street
Miamisburg, OH 45342
937-847-6616

Miami Valley CTC
6800 Hoke Road
Englewood, OH 45315
Schedule Appointment via mvctc.com
'Adult Students' tab - **'Get Started'** tab -
Fourth step: **'Click here'** - Enter name,
phone, and email - select **other** in **'Who are you'** - Enter **'Brookville'** in reason -
Choose date and time - Select **'schedule'**
BCI & FBI - \$56.25 - Pay by cash (exact change) or check.

Montgomery County Ed. Service Center
200 S. Keowee Street
Dayton, OH 45402
937-225-4598 – Barbara Orr
Call to Schedule Appointment

Other agencies can be found at:
[Ohio Attorney General's Office](#)