



## VENDOR CRIMINAL HISTORY RECORD CHECK

---

In adherence with the District's ongoing and continuous pursuit to ensure a safe environment for all students, the following procedure applies to any individuals employed by a private company engaged in services provided to the District (a "vendor").

No such individual/vendor shall be permitted to work within the District unless the private company provides proof of the following to the Chief Operating Officer:

1. that the individual has been the subject of a criminal records check in accordance with R.C. 3319.39 within the last 365 days immediately prior to the date on which the person will begin working in the District; and
2. that the criminal records check indicates that the individuals has not been convicted of or pleaded guilty to any offense described in R.C. 3319.39(B)(1); and
3. that the criminal record has been submitted for District review and approval/denial if it indicates that the individual has been convicted of or pleaded guilty to any felony or other offense described in R.C. 2923.01-03; and
4. all convictions noted on the background check will be subject to review. The Operations department will collaboratively review all vendor background checks with the Human Resource Department. In addition, to the mandatory exclusions listed above, other convictions may result in exclusion.

Vendors shall be responsible for obtaining all background checks which must be performed by an authorized/accredited agent and conducted by both the Bureau of Criminal Identification/Investigation and Federal Bureau of Investigation. Vendors shall certify in writing on company letterhead the names of all the individuals who will be working on the property who meet the requirements outlined above. The District reserves the right to randomly audit background check reports to confirm legitimacy. Cleared reports need not be delivered to the District beyond aforementioned certification.

Certification should be sent electronically to District Operations c/o:  
[background\\_check@dublinschools.net](mailto:background_check@dublinschools.net).

Certified vendors will be provided identification badges from the Operations department when onsite confirming that the vendor has successfully completed the process.

Emergency work performed by a vendor employee who has not yet completed the background check and certification process must be escorted by a Dublin City Schools employee at all times.

See District Policy 8142

## **Background Check Locations**

For a complete listing visit [www.ohioattorneygeneral.gov](http://www.ohioattorneygeneral.gov)

### **Gahanna License Agency**

415 Agler Road  
Gahanna, OH 43230  
614-476-0398  
M-F 8:30 am – 4:30 pm  
Sat. 8:30 am – 11:30 am  
BCI-\$32; FBI-\$34; Both-\$61

### **Affirmatrace Background Solutions**

2999 E. Dublin Granville Road, Ste. 216  
Columbus, OH 43231  
614-818-9392  
M-F 10:00 am – 3:00 pm  
Evening & Sat. appointments available

### **Pizzuti License Agency**

2970 Hayden Road  
Columbus, OH 43235  
614-766-7769  
M, W, Th, Fr 8 am – 5 pm  
Tues. 8 am – 6:30 pm  
Sat. 8am – 12 pm  
BCI-\$32; FBI-\$34; Both-\$61

### **Grove City License Bureau**

3040 Southwest Boulevard  
Grove City, OH 43123  
614-871-0415  
M 8:00-5:30 pm  
T, W, Th, F 8:00 am- 5:00 pm  
Sat. 8:00 am – 12:00 pm  
BCI-\$32; FBI-\$34; Both-\$61

### **Pickerington Police Department**

1311 Refugee Road  
Pickerington, OH 43147  
614-575-6911  
M-F 8:00 am – 4:00 pm  
BCI-\$35; FBI-\$35; Both-\$60

**Action for Children**  
**Cee Cullman Center for Children Building**  
78 Jefferson Avenue  
Columbus, OH 43215  
614-224-0222  
T-F 9:00 am – 3:45 pm  
BCI-\$30; FBI-\$35; Both-\$60

**fastCHEX**  
6430 E. Main Street, Suite 102  
Reynoldsburg, OH 43068  
614-864-9446  
M-F 9:00 am – 4:00 pm  
BCI-\$40; FBI-\$40; Both-\$80

**Franklin County Sheriff's Office**  
410 South High Street, 1<sup>st</sup> Floor  
Columbus, OH 43215  
614-525-5090  
M-F 7:30 am – 1:30 pm  
BCI-\$30; FBI-\$30; Both-\$60

**Fieldprint Ohio**  
**(Inside Arcpoint Labs)**  
1335 Dublin Road  
Columbus, OH 43215  
877-614-4364  
M-F 8:30 am – 5:00 pm  
BCI-\$34; FBI-\$36; Both-\$58

**Fieldprint Ohio**  
**(Inside McAlister Photoworks)**  
6646 Sawmill Road  
Columbus, OH 43235  
877-614-4364  
M-F 10:30 am – 6:30 pm  
Sat. 10:30 am – 4:00 pm  
BCI-\$34; FBI-\$36; Both-\$58

**Gahanna Police Department**

460 Rocky Fork Blvd.  
Gahanna, OH 43230  
614-342-4240  
Thursdays 8:00 am – 1:00 pm

**Upper Arlington Division of Police**

3600 Tremont Road  
Upper Arlington, OH 43221  
614-583-5160  
M-F 8:30 am – 4:00 pm

**US Security Associates, Inc.**

1350 W. 5<sup>th</sup> Avenue, Ste. 300  
Columbus, OH 43212  
614-488-6110  
M-F 8:30 am – 4:00 pm  
BCI-\$40; FBI-\$40; Both-\$80

**Garver Asset Protection**

192 N. Wilson Road  
Columbus, OH 43204  
877-4660  
M-F 9:00 am – 5:00 pm

**Grove Deputy Registrar Agency**

1583 Alum Creek Drive  
Columbus, OH 43209  
614-443-5101  
M-F 8:00 am – 4:00 pm  
Sat. 8:00 am – 1:00 pm

**AAA Background Check**

808 North High Street, Suite 9  
Worthington, OH 43085  
614-885-0980  
M-F 8:30 am – 4:30 pm  
BCI-\$34; FBI-\$36; Both-\$66