

Request for a Background Check via Electronic Fingerprinting

To All Applicants:

Ohio Revised Code (3319.39) requires the Board of Education to request the Superintendent of the Bureau of Criminal Identification and Investigation to conduct a criminal record check with respect to any applicant who has applied to the school district for employment in any position as a person responsible for the care, custody, or control of children, when the applicant is under final consideration for employment. In addition, Amended HB 79 requires the State Board of Education to request a criminal record check prior to any person applying for or renewing an educator license, certificate or permit. Amended HB 79 also requires the State Board of Education to request a criminal record check every five years for a person teaching under a professional or permanent teaching certificate issued under former law.

An Individual who has been convicted of or pleaded guilty to offenses listed in the statute may not be employed by the Plain Local School District.

This FBI record is subject to the following use and dissemination restrictions:

Under provisions set forth in Title 28, Code of Federal Regulations (CFR), section 50.12, both governmental and nongovernmental entities authorized to submit fingerprints and receive FBI identification records must notify the individuals fingerprinted that the fingerprints will be used to check the criminal history records of the FBI. Identification records obtained from the FBI may be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency or other authorized entity. If the information on the record issued to disqualify an applicant, the official making the determination of suitability for licensing or employment shall provide the applicant the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record. The deciding official should not deny the license or employment based on the information in the record until the applicant has been afforded a reasonable time to correct or compute the information, or has declined to do so. An individual should be presumed not guilty of any charge/arrest for which there is no final disposition stated on the record or otherwise determined. If the applicant wishes to correct the record as it appears in the FBI's CJIS division records system, the applicant should be advised that the procedures to change, correct or update the record are set forth in title 28, CFR, section 16.34.

PLEASE CHECK ALL APPROPRIATE BOXES:

☐ Employment / Job Title _____ ☐ Renewal of License / Certificate / Permit

Check which service you are requesting today: ☐ (BCI/FBI) \$56.00 ☐ (FBI) \$34.00 ☐ (BCI) \$27.00

(Payable to: Plain Local Schools) ☐ Check # _____ ☐ Money Order # _____ ☐ Cash \$ _____

Personal Information (please print)

Name: _____ Date of Birth: _____ SSN# _____

Address: _____ City/State/Zip: _____

Phone# _____ Email Address _____

Signature: _____ Date: _____

By signing this form the applicant acknowledges that all information on this form and entered on the WebCheck screen is accurate. Any mistakes or errors on this form are the responsibilities of the applicant.

SIGNATURE ALSO REQUIRED ON BACK



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I certify that the personal identifiers provided on this form are accurate and I voluntarily and knowingly authorize the Plain Local School District to submit information to the Ohio Bureau of Criminal Identification and Investigation (BC&I) to conduct a criminal records check for information relating to me.

I voluntarily and knowingly authorize BC&I to disseminate criminal arrest, conviction and juvenile delinquency adjudication records to the WebCheck provider or agency I have designated to receive this information.

I voluntarily and knowingly release and discharge the Ohio Attorney General's Office, BC&I and their employees from all claims and liability related to this authorized criminal record review and dissemination.

This authorization and waiver is valid for one year from the date this background check was conducted.

I have reviewed the FBI Noncriminal Justice Applicant's Privacy Rights letter.

I was offered a copy of the Privacy Rights letter and **(please read & initial below)**:

_____ Declined it.

_____ Took it with me.

_____ Requested that it be sent to me at the email address provided on this form.

Signature: _____ Date: _____

Parent / Guardian Signature (Minors Only) _____ Date: _____

Parent / Guardian Name (Printed) _____

