

BCI & FBI Information Sheet:

Location: Buckeye Career Center
Adult Education Office
545 University Dr, NE
New Philadelphia, OH 44663
330-308-5720

Hours: Monday thru Thursday
8:00 am – 7:00 pm (September – May)
7:30 am – 4:00 pm (June – August)
Holiday (Spring break and Christmas break please call for hours of operations.)

Fees: BCI \$25.00
FBI 30.00

- If you have not lived in the state of Ohio for the past 5-years you must do both the BCI & FBI.
- Fees may be paid by check, cash, MasterCard, Visa, Discover, Buckeye Career Center Payment Agreement Form from approved business or a Purchase Order Number.

What you will need to bring with you to complete BCI/FBI check:

- Drivers License
- Social Security Number
- Reason for printing
- Mailing Address where results will be mailed.
- Payment, Payment Agreement or PO Number

Age Requirement: Anyone under the age of 18 must have a parent's authorization signature.

Purpose for BCI/FBI: The reason for fingerprinting needs to be given at the time of process.

- Must have mailing address where result should be mailed. After the fingerprints are sent, a modification cannot be made to the mailing address.
- Do you need results mailed for recertification or licensing? (example: teaching certification, pharmacy testing, insurance)

Who needs a BCI/FBI:

- All Public and Private School Employees
- Adult Care Facility
- Counselor, Social Worker, and Marriage and Family Therapists Board license applicants
- Day Care Centers

- Employees of County Board of Mental Retardation and Developmental Disabilities
- Headstart Agency
- Hospice Care Program
- Law Enforcement/Criminal Justice
- Nurses
- Massage or Cosmetic Therapists certification applicants
- Pharmacy Technicians
- Preschool Programs
- Perspective Firefighters/Volunteer Firefighters/EMT Applicants
- School Bus Drivers or School Van Drivers
- School – School Sports - Extra Curriculum Volunteers
- 4-H Volunteers
- Anyone working or volunteering with children
- Others as mandated by state or employer