

NATIONAL WEBCHECK ELECTRONIC FINGERPRINTING

The ESC of Eastern Ohio offers both BCI and FBI criminal background checks using an electronic National WebCheck System for both education and non-education purposes.

EDUCATION BACKGROUND CHECK

All employees working in an educational setting in the state of Ohio are required to submit to a periodic background checks. Ohio law requires that all individuals must have a baseline Ohio Bureau of Criminal Investigation (BCI) and FBI criminal background check at the time they apply for their first Ohio educator license, certificate or permit, and those BCI and FBI background checks must be no older than one year (365 days) at the time they are used for initial licensure or employment.

If an individual resides continuously in Ohio, he or she does not need to update the BCI background check, but must obtain an updated FBI check once every five years.

If an individual lives outside Ohio at any time during the five years after obtaining a BCI check, then both background checks will need to be updated.

It is the responsibility of educators holding ODE licenses, certificates or permits, as well as their employers, to ensure that the law is followed with regard to obtaining required updated background checks within the five year timeframe prescribed by law, even if the expiration of a background check does not always coincide with the expiration of the license.

NON-EDUCATION BACKGROUND CHECK

It is your responsibility to know which type of criminal background check is needed. You will be required to provide the following information:

- [Direct copy to send results to \(if applicable\)](#)
- Ohio revised code reason(s) for background check
 - [BCI Code List](#)
 - [FBI Code List](#)
- The ESC of Eastern Ohio is unable to provide assistance selecting reason codes for non-education purposes.

NOTE: The ESC of Eastern Ohio is unable to complete background checks for concealed weapons and hazmat.

BACKGROUND CHECKS ARE DONE BY APPOINTMENT ONLY

Please contact the ESC of Eastern Ohio at 330.533.8755 to schedule your appointment.

- Sept - May
 - Tuesday & Thursday between 8:30a – 3p
- June - August
 - Tuesday and Thursday between 8:30a – 2p

COSTS

- Education
 - BCI \$31
 - FBI \$34
 - Both \$65

NOTE: Discount available for employees of the ESCEO and MVRCOG.

- Non-Education
 - BCI \$38
 - FBI \$42
 - Both \$80

**Prices subject to change without notice. Please be sure to confirm the cost when scheduling your appointment.*

PAYMENT

- Exact cash
- Check or money order
 - Checks will need to be made payable to the “Mahoning County ESC”
- Credit Card
 - NOTE: A 3% courtesy fee will be applied to all credit cards.

ITEMS TO BRING / REQUIREMENTS

- State/government issued photo identification or passport
- Social Security number
- Address where to send results (if applicable)
- [Direct copy to send results to \(if applicable\)](#)
- [Background Check Form](#)
- Ohio revised code reason(s) for background check
 - [BCI Code List](#)
 - [FBI Code List](#)
- Payment

NOTES

- Minors (under 18 years old) needing a background check must be accompanied by a parent or legal guardian.
- The ESC of Eastern Ohio is unable to copy and distribute the results of a criminal history background check to multiple organizations.
- The ESC of Eastern Ohio is not responsible for the time frame the Ohio Attorney General’s office processes background checks. Background check results can take up to 4-6 weeks to receive.
- The ESC of Eastern Ohio is unable to provide status updates on background check results.
- If fingerprints cannot be taken electronically, please contact BCI at 877.224.0043 to learn what steps can be taken to have your criminal background checks reported.