



To: Off-Campus Federal Work Study Students

From: The Office of Federal Work Study and Student Employment

Re: Background Checks

Thank you for participating in the Off-Campus Community Service portion of the Federal Work Study Program! We believe this will be a valuable experience for you, both in terms of making an impact in the central Ohio community, and in developing transferable professional skills that you will be able to utilize upon graduation.

As you are most likely aware, the position for which you applied requires successful completion of a criminal background check.

Please follow these steps to complete the remainder of your hiring process:

1. Complete the required basic information at the top of the attached form. Also, PLEASE FILL IN THE ANSWER TO THE RESIDENCY QUESTION.
2. Take the form to the University Police Department in Blankenship Hall, 901 Woody Hayes Dr., to have your background check completed. This service is available Tuesday through Thursday from 9:00 AM to 11:00 AM and 1:00 PM to 3:00 PM
3. Please complete this requirement within one week of your hire date. If this process is not completed, you will not be able to work in your new position.

**Once you have completed your background check, and our office has received verification of the results, you may begin working at your position.** Typically, the results will return to our office within 5 to 7 business days. It may be shorter during off-peak times of the year.

Please be aware that there are certain misdemeanors and felonies that **may** exclude you from certain positions. If you have a criminal record, we will make a decision of employment on a case by case basis.

If you have questions about this requirement, please contact Goldean Gibbs, [gibbs.118@osu.edu](mailto:gibbs.118@osu.edu) or (614) 292-4951. Thank you in advance for your prompt attention to this matter.

**The Ohio State University Public Safety—Division of Police**  
**WEBCHECK Criminal History Check**

The information in this section pertains to the person requesting a Background Webcheck.  
Signature by this listed individual on this application authorizes The Ohio State University Public Safety Division of Police to conduct the background check and to invoice the department for such services checked below.

**BTL 530 WEBCHECK COMPLETED FOR:**

Name \_\_\_\_\_  
Last First M.I.

DOB \_\_\_\_\_ SSN# \_\_\_\_\_ Telephone# \_\_\_\_\_


Address \_\_\_\_\_  
Street City State Zip Code

**HAVE YOU BEEN A RESIDENT OF THE STATE OF OHIO FOR THE PAST FIVE (5) YEARS?**

( ) YES ( ) NO

**IF NO, OPERATOR PLEASE CHECK BELOW**

( ) FBI ( ) BCI ( ) BOTH

Department \_\_\_\_\_ Signature 

Phone # \_\_\_\_\_ Area \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

**ORGANIZATION# \_\_\_\_\_ FUND# \_\_\_\_\_ ACCOUNT# \_\_\_\_\_**

The information provided on this form will be used to authenticate requests for background checks. By signing the form for Request for Background Web Checks you are authorizing The Ohio State University Public Safety Division of Police to conduct the background webcheck and invoice the requesting agency or department for this service.

I hereby authorize The Ohio State University Public Safety Division of Police to conduct background webcheck. Information obtained from the check should be forwarded to office or license board requested.

Civilian background checks are conducted using WebCheck, a program that is administered by the Attorney General's Office, using the Internet to electronically transfer fingerprints and other data from the inquiring agency to the Bureau of Criminal Identification (BCI). Background checks are performed pursuant to the terms and conditions of the Agreement by and between The Ohio State University Public Safety Division of Police and the agency or department identified above.

I give my permission for any person, business or institution contacted in the course of such investigation to release any and all information properly requested, and copies of same if required, and do hereby release such person, business or Institution from all liability for providing correct information.

**PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_**

In Presence of Witness: \_\_\_\_\_  
Print Name & Title Date

\_\_\_\_\_  
Signature

The cost of the WebCheck BCI&I (State of Ohio) \$27.00 FBI (National) \$29.00  
Both \$51.00 (Necessary for license and out of state residents.) The cost for Fingerprint cards is \$5.00

**Please check the box:**

- ( ) Paid by CASH ( ) Credit card or BuckID
- ( ) Pay by check (make check payable to THE OHIO STATE UNIVERSITY)
- ( ) Bill the above department ( ) 100W—ONLY with The Ohio State University