

# The Bridge Avenue School

## Volunteer Criminal Background Check Policy *(November, 2014)*

The Bridge Avenue School (TBAS) requires any of our volunteers who may have unsupervised time with a student to undergo a background check conducted by the Ohio Bureau of Criminal Investigation (BCI) and the Federal Bureau of Investigation (FBI). If you need to have the Ohio BCI/FBI background check, you will have to make your own arrangements to do so. We are offering this information sheet as a starting point to assist you.

- Background checks are conducted by the Ohio Attorney General's Bureau of Criminal Investigation by comparing fingerprint impressions. All fingerprints must be submitted to BCI electronically through an online service called WebCheck. Fingerprint scanning and the submission of the scanned prints to Ohio BCI/FBI can be obtained by visiting or contacting one of the WebCheck locations identified on the Ohio Attorney General's website: [www.ohioattorneygeneral.gov/webcheck](http://www.ohioattorneygeneral.gov/webcheck). Various county sheriff offices may offer this service as well.

### **How to Obtain your Fingerprint Scan and Criminal Background Check via WebCheck**

- Go to the above website and find a location by entering a zip code. For example, there are seven companies offering this service in Westlake (44145), and three companies offering this service in Lakewood (44107). Here are two examples (we do not make recommendations):

|   |  |
|---|--|
| FastFingerprint<br>Gemini Tower I<br>1991 Crocker Road, Suite 600<br>Westlake, OH 44145<br>877-932-2435 | Security Hut<br>18614 Detroit Avenue<br>Lakewood, OH 44107<br>216-226-0461 |
|---|--|

- Expect to pay at least \$70 for the combined BCI/FBI check; please contact the respective companies for their fee schedules and hours of operation.
- When you have your fingerprints scanned:
  - Bring your drivers license or state ID card
  - You will be asked to supply a reason for having your prints scanned:
    - For the FBI, please use the reason code "Volunteer Children's Act"
    - For the BCI, please use the reason code "Other" and then write in "volunteers with children"
  - Ask that your results be sent to:  
Amy McElwain  
The Bridge Avenue School  
3389 Fulton Rd  
Cleveland, OH 44109
- TBAS will forward the results to you, on a confidential basis
- TBAS will accept Ohio BCI/FBI background checks completed within the past five years; please provide documentation to Amy McElwain.

If you are unsuccessful getting digital scans of your fingerprints, return to Amy McElwain at TBAS. She will provide you with:

- 2 FBI fingerprint cards
- 2 BCI fingerprint cards
- 1 Request for Exemption from Electronic Fingerprint Submission Requirement Form

You will then need to go to your local police department and ask them to ink your prints onto all 4 cards.

Lastly, Return the above list with a check for \$50 written out to TBAS, and Amy will complete the process.