



November 21, 2024

4-H Volunteer Background Check Notice – Do Not Disregard
This information is needed to continue your 4-H volunteer service!

Dear Ohio 4-H Volunteer:

Thank you for the time and talent you give to Ohio 4-H! Your hours of dedicated service allowed us to deliver outstanding positive youth development experiences in 4-H clubs, groups and special interest programs to more than 90,000 young Ohioans last year.

OSU Extension 4-H Youth Development and our home college and institution, the College of Food, Agricultural and Environmental Sciences at The Ohio State University, are committed to providing safe environments for everyone who participates in our programs and activities. A key component of that commitment is the requirement that all adult 4-H volunteers have a clear Ohio Bureau of Criminal Investigation (BCI) fingerprint background check on file with us before volunteer service begins, and every four years thereafter. These background checks, along with our volunteer application, screening, training and annual agreement to honor our volunteer standards of behavior, are part of our overall youth protection policies and procedures.

Our records indicate you are due for a background check this year. **To continue your service as a 4-H volunteer, you must have an Ohio BCI fingerprint background check completed by February 15, 2025.** Follow the enclosed instructions as you complete your background check.

We understand the extra time this takes and know you understand the importance of taking steps to help ensure the safety of all 4-H members, and we appreciate it! Please do your best to have your background check completed by the deadline so that you will be able to continue to be a 4-H volunteer in 2025. If you do not intend to have this done, please notify your county 4-H professional that you are resigning your volunteer role at this time.

If you have questions or concerns about this process, please contact the OSU Sandusky County Extension Office at 419-334-6340 or email soule.12@osu.edu.

Thank You!

Gwendolyn Soule
Extension Educator,
4-H Youth Development
Sandusky County

Hannah K. Epley, Ph.D.
Associate State 4-H Leader



4-H Volunteer Criminal History Fingerprint Background Check Procedure

Please take this page with you when you go to have your background check and provide these instructions to the fingerprint official before you are fingerprinted.

You can have your background check done at any BCI Location. Three suggestions include:

CASA of SSW County

219 S. Front Street, Suite 304
Fremont, OH 43420
419-355-1442

Fremont License Agency (BMV)

500 West State Street, Suite C
Fremont, OH 43420
419-332-9511

Clyde Police Dept

222 N Main Street
Clyde OH 43410
419-547-9555

Fingerprint Background Check- You will need:

1. A government issued photo ID - such as your driver's license – showing current address and your date of birth.
2. Your Social Security Number – If you know your number, there is no need to bring your SS card.
3. If you have not lived in Ohio for the last five consecutive years, you are required to complete both a BCI (Ohio) and FBI (National) background check. [Use the following reason codes:](#)

BCI Revised Code: 2151.86

FBI Revised Code: 2151.86, Out of Home Child Care

4. Background check results **must be mailed DIRECTLY to:**

Attention: **Background Checks – 4-H Sandusky County**
OSU Office of Human Resources
1590 N. High St., Ste. 300
Columbus, Ohio 43201

If the agency is not able to get a good scan of your fingerprints, you will need to complete the ink fingerprint process. If you have not lived in Ohio for the last five consecutive years, you are required to complete both a BCI (Ohio) and FBI (National) ink card.

- **Card #1:** [Ohio Bureau of Criminal Investigation \(BCI\)](#) (see pages 2-3)
- **Card #2:** [Federal Bureau of Identification \(FBI\)](#) (see pages 4-5)

The ink card(s) with payment and the [exemption form](#) (page 6-7) must be submitted to BCI for processing. Cash, third party or starter checks will not be accepted. A money order, certified check, business check or personal check must be made **payable to:**

Treasurer, State of Ohio

Enclose all background check contents and mail to:

Civilian Unit Identification Dept.
Bureau of Criminal Identification & Investigation (BCII)
P.O. Box 365
London, Ohio 43140

Note: The fingerprint background check process reveals past criminal convictions. The Ohio Revised Code specifies certain criminal convictions as disqualifying events that forbid current and future volunteer involvement with Ohio 4-H and OSU Extension. You can view this list at: <http://go.osu.edu/DQoffenses>.



OSU Extension 4-H Volunteer Request for Reimbursement

If you would like to be reimbursed for the cost of your background check, keep your original receipt and bring it, along with this form, **to your county OSU Extension office** not the Office of Human Resources, Background Check Office. Complete the form below and be sure your name appears on your receipt. We will submit a reimbursement request for you. [Please submit receipt for reimbursement no more than 60 days past your fingerprinting to allow ample time to reimburse your request.](#)

Volunteer **Full Legal** Name (Print first, middle, last): _____

Volunteer Signature: _____ Date: _____

<p><i>For office use only. Tape receipt to top of this form before scanning.</i></p> <p><i>Date volunteer reimbursement request received at Extension Office: _____ (month / day / year)</i></p> <p><i>Name & initials of OSU Extension Professional receiving request:</i> _____</p> <p><i>Initials: _____</i></p>		
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