

FAQ SHEET: FINGERPRINT/CRIMINAL BACKGROUND CHECKS FOR CAMP

PRINT THIS FORM AND BRING IT WITH YOU WHEN YOU GET FINGERPRINTED

- The State of Ohio and our accrediting agency, the American Camping Association, require a criminal background check on an annual basis for all staff (year-round, seasonal, counselors, administrative staff, and support staff) – paid, volunteer, and contracted. These requirements are mandatory and effective since 2015.
- Due to the volume of criminal background checks requested, processing time has increased for the Bureau of Criminal Investigation (BCI) in Ohio, and may take two - four weeks.

ALL fingerprinting must be completed soon- June 10th at the latest, to ensure your report is received prior to camp. Reason to be fingerprinted is: **ORC 2151.86, out-of-home child care or NO ORC/OTHER residential summer camp staff.** Fingerprint reports are to be sent to:

**Cedarbrook Camp of Ohio
c/o Kathleen Hall / 440-591-1222
7242 Glenn Oval Drive
Parma, Ohio 44130**

- Staff applicants *who have resided in Ohio for the past five (5) years* are required to obtain an electronic *BCI only* fingerprint scan at one of the locations in the [Webcheck Community Listing \(click link below\)](#). Staff applicants who have *resided in Ohio less than five (5) years* are required to obtain *both a BCI and FBI* fingerprint scan. Staff applicants who are *under 18* will need to have their parent sign a form at the time they go to the webcheck location. Prices vary at these locations; be a wise consumer.
Please note: the current BCI fee is \$22.00 and the current FBI fee is \$25.25. You will be reimbursed \$10.00 in your Tuck shop account for each *required* scan. We realize this does not cover your cost completely, but the Cedarbrook Board wanted to mitigate the cost in this way.
- <http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>
- Staff applicants who have been fingerprinted *in Ohio* during the last 12 months may obtain a copy by completing the **REQUEST FOR COPY OF OHIO BACKGROUND CHECK form**. This form must be submitted within 10 months of your prior fingerprint check to allow processing time. **Last year some staff were denied because they requested the copy too close to the last time they were fingerprinted.** No reimbursement is given for this. Click on the link below for the form; follow the instructions for completion and mailing.

<https://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-BCI-Criminal-Records-and-Background-Chec/Background-Check-Forms/Request-for-Copy-of-Ohio-BCI-Check>

Complete the first blank (specific reason fingerprinted...): ORC 2151.86, working with children

- ✓ Send Copy of Background Result to: Cedarbrook Camp of Ohio
c/o Laura Levine, Director/Staff Records
285 East Madison Run
Clayton, DE 19938

- ✓ Enclose an **\$8.00 personal check/money order/certified check** payable to:
Treasurer, State of Ohio and mail to the address at the top of the form:
BCI, PO Box 365, London, OH 43140

Out of state staff applicants: The easiest way to complete a fingerprint background check is through a webcheck site in Ohio. If you plan to be in Ohio anytime in the 12 months before serving at camp – please plan on getting this done at that time. If not – follow the directions below for manual ink fingerprints.

- Please contact me (Kathy Hall) at: Text/Call 440-591-1222 Email: khall67@cox.net
- Applicants will be sent two fingerprint cards (BCI & FBI) along with instructions.

Questions? Please contact me at the number/email above. Thank you for your willingness to be in compliance in order to minister to youth at Cedarbrook this summer. May God bless your time and commitment.