

FAQ SHEET: FINGERPRINT/CRIMINAL BACKGROUND CHECKS FOR CAMP

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

- The State of Ohio requires a criminal background check on an annual basis for all staff (seasonal, counselors, administrative staff, and support staff) – paid, volunteer, and contracted. These requirements are mandatory and have been 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 1st 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 Melissa Nemunaitis/330-524-1965
27 Weil Ave.
Akron, OH 44319**

- 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). <http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>
- 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 a parent sign a form at the time they go to the webcheck location. Prices vary at these locations; be a wise consumer. 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.
- 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.** **Some staff have been denied this option 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

- ✓ Send Copy of Background Result to: Cedarbrook Camp of Ohio
c/o Melissa Nemunaitis
27 Weil Ave.
Akron, OH 44319
- ✓ The \$8.00 fee is made as an electronic payment in the link above; choose drop down option Copy Only (BCI Only). You may also mail a check with the request form.

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 (Melissa Nemunaitis) at: Text/Call 330-524-1965 Email: CCOcurlew@gmail.com
- Applicants will be sent two fingerprint forms/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.