

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
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.

<https://www.ohioattorneygeneral.gov/Files/Forms/Forms-for-BCI-Criminal-Records-and-Background-Check/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 – there are now **TWO OPTIONS** for fingerprinting!

- Applicants will be sent two fingerprint forms/cards (BCI & FBI) along with instructions OR
- Electronic fingerprints can be completed through FastFingerprints in some states
- Please contact me (Melissa Nemunaitis) at: Text/Call 330-524-1965 Email: CCOcurlew@gmail.com

We will figure out which option works best for you!

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.