

You can be fingerprinted anyplace that offers Webcheck services. This link will take to a listing of locations in Ohio. You can narrow it down by county.

<https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>

For school employees, the following codes should be used:

- For licensed school employees – teachers, Pupil Activity Permit (PAP) holders, counselors, some therapists: ORC 3319.291
- For non-teaching employees – maintenance, administrative support staff, etc.: ORC 3319.39B1

For parish employees, if you have lived in Ohio more than consecutive 5 years, you will only need the state level (BCI) report. If you have lived in Ohio less than 5 consecutive years, you will need both the FBI and BCI reports. For both the FBI and BCI, use code ORC 2151.86

For parish and/or school volunteers, if you have lived in Ohio more than consecutive 5 years, you will only need the state level (BCI) report. If you have lived in Ohio less than 5 years, you will need both the FBI and BCI reports. For both the FBI and BCI, use code ORC 2151.86.

All reports MUST be sent to:

Safe Environment Program
Diocese of Columbus
197 E. Gay St.
Columbus OH 43215