

# Fingerprint Background Check Instructions

Follow the instructions below to obtain your fingerprint background check.

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**Please take this page with you when you go to have your background check.**

In Ashland County, 4-H volunteers should have their background check done at either of the following:

Ashland County Sheriff's Office	Wed. 6:00 – 9:00 pm
1205 East Main Street	Thurs. 1:00 – 4:00 pm
Ashland OH 44805	Sat. 8:00 am - Noon

No appointment is required for fingerprinting during the above listed hours. To make an appointment call 419-289-6552 or visit: [ashlandcountysheriff.org/fingerprints](http://ashlandcountysheriff.org/fingerprints) to sign up for an appointment online.

**Please be prepared to pay \$30 (BCI only) Cash or Money order, Debit/Credit \$2.00 extra charge**

Ashland County Auto Club (BMV)	Mon. 8:00 am – 6:30 pm
1070 Commerce Parkway	Tues-Friday 8:00 am – 5:00 pm
Ashland OH 44805	Sat. 8:00 am - Noon
419-281-2125	

**Please be prepared to pay \$39 (BCI only) Cash Only**

## What You Need to Get Your Ohio 4-H Background Check

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1. A government issued photo ID - such as your driver's license - with your current address, and showing your date of birth.
2. Your Social Security number - Know your number? No need to bring your SS card.
3. Use **2151.86** as the reason code your background check.
4. If you have not lived in Ohio for the past 5 years, you must also have an FBI report.
5. Background check results **must be mailed to:**

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

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*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>.*