



Office of Enrollment Services

Student Financial Aid

Student Academic Services Building
281 West Lane Avenue, 4th Floor
Columbus, OH 43210-1132

Phone (614) 292-3600

Fax (614) 292-9264

To: Off-Campus Federal Work-Study Students
From: The Office of Federal Work Study and Student Employment
Re: Background Checks

Thank you for participating in the Off-Campus Community Service portion of the Federal Work-Study Program! We believe this will be a valuable experience for you, both in terms of making an impact in the central Ohio Community, and in developing transferable professional skills that you will be able to utilize upon graduation.

As you are aware, the position for which you applied requires successful completion of a criminal background check.

Please follow these steps to complete the remainder of the hiring process:

1. Complete the required basic information at the top of the attached form. Also, PLEASE ANSWER THE RESIDENCY QUESTION.
2. Take the form to the University Police Department in Blankenship Hall, 901 Woody Hayes Drive, to have your background check completed. This service is available Tuesday through Thursday, 9:00 AM to 11:00 AM and 1:00 PM to 3:00 PM.

Once you have completed your background check and our office has received verifications of the results, you may begin working at your position. Typically, the results will be returned to our office within 5-7 business days. It may be sooner during off-peak times of the year.

Please be aware that there are certain misdemeanors and felonies that **may** exclude you from certain positions. If you have a criminal record, we will make a decision as to your employability in a specific position on a case by case basis.

If you have questions about this requirement, please contact Candace Washington at washington.203@osu.edu or 614-292-0277.

Thank you in advance for your prompt attention to this requirement.

The Ohio State University Public Safety Division of Police
WEBCHECK –Criminal History Check

Have you been a resident of the State of Ohio for the past 5 years?

YES NO

NAME _____
Last, First MI

DOB _____

SSN _____

Telephone# _____

Address _____

_____ City State Zip

The information provided on this form will be used to authenticate requests for background checks. By signing the form for Request for Background Webchecks you are authorizing The Ohio State University Public Safety Division of Police to conduct the background webcheck and invoice the requesting agency or department for this service.

I hereby authorize The Ohio State University Public Safety Division of Police to conduct a background Webcheck. Information obtained from the check should be forwarded to the office or license board requested.

Civilian background checks are conducted using WebCheck, a program that is administered by the Attorney General's Office, using the internet to electronically transfer fingerprints and other data from the inquiring agency to the Bureau of Criminal Investigation and Investigation (BCI) and FBI. Background checks are performed pursuant to the terms and conditions of the Agreement by and between The Ohio State University Public Safety Division of Police and the agency or department identified above.

I give my permission for any person, business or institution contacted in the course of such investigation to release any and all information properly requested, and copies of same if required, and do hereby release such person, business or institution from all liability for providing correct information.

SIGNATURE _____

In Presence of Witness _____ Date _____

Credit card or BuckID eRequest / Bill Department

Pay by check make check payable to :
THE OHIO STATE UNIVERSITY

Both : \$58.00 (Necessary for license and out of state residents.)

BCI&I (State of Ohio) \$34.00 FBI (National) \$36.00

Department Name Student Financial Aid

Contact Name Candace Washington *M. Candace Washington*

Phone# 614-292-0277

Address 4th Floor, SAS Building, 281 W. Lane Ave

Columbus OH 43224
City State Zip Code

Org 42180 Fund 011000 Account 63606

Project _____ Program _____ User Defined _____

PR# _____