

Incoming first year students with Ohio addressed - Fingerprinting Communication: Local/In-state

Hello ,

In order to begin the Doctor of Veterinary Medicine at the College of Veterinary Medicine, you will need to complete a BCI fingerprint background check (or BCI/FBI if you have not lived in Ohio for the past five years), in accordance to the Activities and Programs with Minor Participants policy. As a reminder, you will not be eligible to begin the program until the fingerprint background check has been completed and reviewed by the Ohio State University Office of Human Resources. You need to complete this background check 6-8 weeks in advance of activity or program start date to ensure all results are returned in time.

Important - you will need to print the attachment(s) on this email to show the WebCheck agency. A complete listing of WebCheck agencies can be found here: <http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/WebcheckCommunity-Listing>.

Please email HR-BackgroundChecks@osu.edu when you have finished your fingerprinting so that the Ohio State University's background check office can expect your results in the mail. When completing the form for your fingerprint background check, please notify the WebCheck agency that your check will need to be mailed directly to the address below before they take your fingerprints.

Attention: Background Checks - CVM
Ohio State University Office of Human Resources
1590 N. High St., Ste. 300
Columbus, Ohio 43201

The reason code the check should be run under is 2151.86.

If you are in Columbus, fingerprinting services are available at the **Ohio State University Office of Human Resources, 1590 N. High Street, Suite 300, Columbus, Ohio 43201**. The hours for the fingerprinting service at the Ohio State University Office of Human Resources are Tuesday-Thursday from 9AM-11AM and 1PM-4PM.

Please contact the [Ohio State University background check office](mailto:hr-backgroundchecks@osu.edu) at hr-backgroundchecks@osu.edu or 614-292-3595 if you have any questions or concerns about the background check process.

Thank You,

[Manager Full Name]
[Manager Title]

Incoming first year student residing outside of Ohio - Fingerprinting Communication: Out-of-state

Hello ,

In order to begin the Doctor of Veterinary Medicine program at the College of Veterinary Medicine, you will need to complete a BCI/FBI fingerprint background check, in accordance to the Activities and Programs with Minor Participants policy. As a reminder, you will not be eligible to begin the program until the fingerprint background check has been completed and reviewed by the Ohio State University Office of Human Resources. You need to complete this background check 6-8 weeks in advance of activity or program start date to ensure all results are returned in time.

In order to complete the fingerprint background check, a packet of information has been mailed to your address that includes the following:

- 1 FBI Ink Fingerprint Card
- Copy of Example Card
- Fingerprint Consent Form
- Certification for Out-of-State Fingerprinting
- Return Envelope

Please fill out the fingerprint card legibly in black ink. A copy of an example card is included so you know what information we need you to complete. Please also sign, print, and date the fingerprint consent form. When you take the packet to your local law enforcement agency, the fingerprint official will sign and date the fingerprint card. We would also appreciate it if the fingerprint official would be willing to complete the certification for out-of-state fingerprinting.

In the return envelope, please include:

- The ink fingerprint card
- Fingerprint consent form
- Certification for out-of-state fingerprinting
- Payment (check or money order) in the amount of \$65.00 made out to The Ohio State University

Please contact the [Ohio State University background check office](mailto:hr-backgroundchecks@osu.edu) at hr-backgroundchecks@osu.edu or 614-292-3595 if you have any questions or concerns about the background check process.

Thank You,

[Manager Full Name]
[Manager Title]