

# FBI & BCI Instructions



## **Before your appointment:**

1. Call to reserve your appointment (if applicable).
2. Call to verify method of payment, generally check or exact cash are accepted.
3. Call to verify method of identification, generally driver's license and social security card are required.

## **During your appointment:**

1. Reason Code
  - a. Substitute Teacher, Paraprofessional, Monitor (credential required):  
(BCI) 3319.291 (FBI) 3319.291
  - b. Substitute Food Service, Secretary, Custodian (no credential needed):  
(BCI) 3319.39B1 (FBI) 3319.29
2. Request electronic results to the Ohio Department of Education and paper results to YOUR PERSONAL ADDRESS ONLY!

## **After your appointment:**

1. Upload a copy of your mailed background checks (FBI and BCI) results with your new hire paperwork.

# Approved FBI & BCI Locations



## Barberton

Barberton City Schools  
633 Brady Avenue  
Barberton, OH 44203  
Appointment Required:  
Kristi Avant  
kavant@barbertonschools.org  
or (330) 753-1025 ext. 13116  
Cost: \$47.25 (check or exact cash only)

## Black River

Black River Local Schools  
257 A County Road 40  
Sullivan, OH 44880  
7:30 AM to 3:00 PM  
No Appointment Required:  
(419) 736-3300  
Cost: \$55 (check or cash only)

## Bowling Green

Bowling Green City Schools  
137 Clough Street  
Bowling Green, OH 43402  
Appointment Required:  
Adrienne Radebaugh  
(419) 354-0800 ext. 4016  
Cost: \$49 (exact cash only)  
\*BG Subs ONLY\*

Wood County ESC  
1867 N Research Drive  
Bowling Green, OH 43402  
Appointment Required:  
(419) 354-9010  
Cost: \$67 (cash only)

## Canton

Stark County ESC  
2100 38th Street NW  
Canton, OH 4470  
Appointment Required:  
Cost \$56 (money order only)

## Cincinnati

Deer Park School District  
8688 Donna Lane  
Cincinnati, OH 45236  
Appointment Required:  
Jenni  
(513) 936-5927  
Cost: \$60 (check or cash only)  
\*Deer Park Subs ONLY\*

## Columbiana

Columbiana County ESC  
38720 Saltwell Road  
Lisbon, OH 44432  
Appointment Required:  
(330) 424-9591  
Cost: \$70 (card, check, or exact cash only)

## Copley

Copley-Fairlawn City Schools  
1435 Schoolcraft Ave  
Akron, OH 44321  
Appointment Required:  
Deanna Sutherland  
deanna.sutherland@copley-fairlawn.org  
Cost: \$52 (check or exact cash only)  
\*Copley-Fairlawn Subs ONLY\*

## Coshocton

Coshocton County Career Center  
23640 Airport Road  
Coshocton, OH 43812  
Appointment Required:  
Dianne Miller  
(740) 623-7015  
Cost: \$65 (check, cash, card or money order only)

## Cuyahoga Falls

Cuyahoga Falls School District  
405 Tallmadge Road  
Suite 2201  
Cuyahoga Falls, OH 44221  
Appointment Required:  
Peggy Whitcomb  
(330) 926-3800 ext. 502020  
Mallory DePompei  
(330) 926-3800 ext. 502037  
Cost: \$55 (cash or check) or \$56.52 (credit card)  
\*Cuyahoga Falls Subs ONLY\*

## Elyria

ESC of Lorain County  
1885 Lake Avenue  
Elyria OH 44035  
Appointment Required:  
(440) 324-5777 ext. 1  
Cost \$60

# Approved FBI & BCI Locations



## ESC of Cuyahoga

6393 Oak Tree Blvd.  
Independence, OH 44131  
Appointment Required:  
Karen Reynolds  
(216) 524-3000  
Or Schedule Online:  
<https://bit.ly/43AmPyP>  
Cost: \$50 (check or exact cash only)

## Findlay

Hancock County ESC  
7746 CR 140  
Findlay, OH 45840  
Appointment Required:  
(419) 422-7525 ext. 224  
Cost: \$60 (cash only)

## Green

Stark County ESC  
6057 Strip Avenue NW  
North Canton, OH 44720  
Appointment Required:  
Schedule Online:  
[www.starkcountyesc.org](http://www.starkcountyesc.org)  
Cost: \$56 (money order only)

## Holland

Springfield City Schools  
6924 Spring Valley Drive  
Holland, OH 43528  
Appointment Required:  
Cheri Casper  
(419) 867-5604  
[chericasper@springfield-schools.org](mailto:chericasper@springfield-schools.org)  
Cost: \$51  
\*Springfield  
Aides/Paraprofessionals ONLY\*

## Lakewood

Lakewood Catholic Academy  
14808 Lake Ave.  
Lakewood OH 44107  
Appointment Required:  
(216) 521-4352  
Cost: \$85 (cash, check, or card)

## Lawrence County ESC

Lawrence County ESC  
Riffe Building - 3rd Floor  
1804 Liberty Street  
Ironton, OH 45638  
Appointment Required:  
Chelsea Williams  
(740) 532-4223 ext 2221  
Cost: \$75 (cash or card only)

## Leetonia

Columbiana County ESC  
38720 Saltwell Road  
Lisbon, OH 44432  
Appointment Required:  
(330) 424-9591  
Cost: \$70 (card, check, or exact cash only)

## Lisbon

Columbiana County ESC  
38720 Saltwell Road  
Lisbon, OH 44432  
Appointment Required:  
(330) 424-9591  
Cost: \$70 (card, check, or exact cash only)

## North Point

North Point ESC  
Erie County Office  
4918 Milan Rd.  
Sandusky, OH 44870  
Tuesday & Thursday ONLY  
Appointment Required:  
(419) 627-3900  
Cost: \$80 (cash or money order only)

# Approved FBI & BCI Locations



## Northwest Ohio ESC

205 Nolan Parkway  
Archbold, OH 43502  
Schedule an Appointment:  
(567) 444-4806  
Walk-in Hours:  
Tuesday, Wednesday, &  
Thursday ONLY  
12:00 PM - 4:00 PM  
Cost: \$65 (card, money order,  
or exact cash)

## Northfield

Nordonia Hills School District  
9370 Olde Eight Road  
Northfield, OH 44067  
Appointment Required:  
Misti Patterson  
(330) 908-6200  
Or Schedule Online:  
<https://bit.ly/4hS8NQb>  
Cost: \$47.25

## Mt. Healthy

Mt. Healthy City School District  
7615 Harrison Avenue  
Cincinnati, Ohio 45231  
Appointment Required:  
Tish Brown  
[tbrown@mtthcs.org](mailto:tbrown@mtthcs.org)  
Cost: \$55 (cash, check, or  
card)

## Orange

Orange BOE  
32000 Chagrin Blvd.  
Pepper Pike, OH 44124  
Appointment Required:  
Donna Hensley  
(216) 831-8600 ext. 6622  
Cost: \$47.25 (check or exact  
cash only)

## Oregon

Oregon City Schools  
5721 Seaman St.  
Oregon, OH 43616  
Appointment Required:  
(419) 693-0661  
Cost: \$48 for both FBI & BCI;  
OR \$26 for one (cash or  
money order only)  
\*North Point ESC Subs ONLY\*

## Perrysburg

Owens Community College  
30335 Oregon Road  
Perrysburg, OH 43551  
No Appointment Required:  
(567) 661-7130

## Putnam County ESC

Putnam County Educational  
Service Center  
124 Putnam Pkwy  
Ottawa, OH 45875  
(419) 523-5951

## Reading

Reading School District  
810 E Columbia Ave.  
Reading, OH 45215  
Appointment Required:  
Kim Blair  
(513) 842-5109  
Cost: \$60  
\*Reading Subs ONLY\*

## Reynoldsburg

Reynoldsburg BOE  
7244 East Main Street,  
Reynoldsburg, OH 43068  
Appointment Required:  
(614) 501-1020  
Or Schedule Online:  
<https://bit.ly/4snZkVP>  
Cost: \$60 for Teachers (check  
or exact cash only)  
No charge for Classified

## Sandusky

North Point ESC  
Erie County Office  
4918 Milan Rd.  
Sandusky, OH 44870  
Tuesday & Thursday ONLY  
Appointment Required:  
(419) 627-3900  
Cost: \$80 (cash or money  
order only)

# Approved FBI & BCI Locations



## South Euclid

South Euclid BOE  
5044 Mayfield Road  
Lyndhurst, Ohio 44124  
Appointment Required:  
Jen Longo  
(216) 691-2009  
Cost: \$60 (cash or check only)

## Stark County ESC

Stark County ESC  
6057 Strip Avenue NW  
North Canton, OH 44720  
Appointment Required:  
Schedule Online  
[www.starkcountyesc.org](http://www.starkcountyesc.org)  
Cost: \$56 (money order only)

## Three Rivers

Three Rivers Local Schools  
401 N. Miami Avenue  
Cleveland, OH 45002  
Appointment Required:  
(513) 824-7344  
Cost: \$55

## Tipp City

Bethel Local Schools  
7490 St. Route 201  
Tipp City, OH 45371  
Appointment Required:  
9:30 AM - 3:00 PM, Monday -  
Friday  
Shelley Pierron  
(937) 845-9414  
Cost: \$60  
\*Bethel Subs ONLY\*

## Toledo

ESC of Lake Erie West  
2275 Collingwood Blvd.  
Toledo, OH 43620  
Appointment Required:  
Laurie Rogers  
(419) 245-4150  
Cost: \$66 (card only)  
Call (419) 246-3126 Upon  
Arrival

## West Clermont

West Clermont Local Schools  
Board of Education Offices  
4350 Aicholtz Road  
Cincinnati, OH 45245  
Appointment Required:  
Shannon Fahrnbach  
[fahrnbach\\_s@my.westcler.org](mailto:fahrnbach_s@my.westcler.org)  
Cost: \$58 (cash or check  
only)

## Youngstown

Kirkmere School  
2851 Kirk Rd.  
Youngstown, Ohio 44511  
Appointment Required:  
Deb Caffey  
(330) 744-6928  
Cost: \$50.00 (exact cash  
only)  
\*Youngstown Subs ONLY\*