

# 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: (BCI) 3319.291 (FBI) 3319.291
  - b. Substitute Non-Teacher: (BCI) 3319.39B1 (FBI) 3319.29
  - c. Reason code 3319.291 also accepted.
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: \$46 (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)

## 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)

## 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)

# Approved FBI & BCI Locations



## 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

## 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)

## 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)

## 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  
Cleves, 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\*

# Approved FBI & BCI Locations



## 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

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\*