

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) 3319.39B3 (FBI) 3319.39
 - 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
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
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)

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)

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)

Approved FBI & BCI Locations



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:
Dana Norris
(614) 501-5798
dana.norris@reyn.org
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
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
Cost: \$58 (cash or check only)

Approved FBI & BCI Locations



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