



College of Nursing BCI and FBI Fingerprint Background Check Information

All College of Nursing students must complete a BCI and FBI fingerprint background check. Please note that it can take between 24 hours to 8 weeks to process a background check. Plan to be fingerprinted by July 22, 2017.

Background check results must be sent to the address below:

**The Office of Student Affairs
OSU College of Nursing
106 Newton Hall
1585 Neil Ave
Columbus, OH 43210**

Failing to mail the results to the College of Nursing will affect the student's ability to attend clinical or health assessment.

Local Students:

Students residing in the Columbus area may complete the BCI and FBI fingerprint background check at the OSU Office of Human Resources. The cost to complete the BCI and FBI background check at the OSU Office of Human Resources is \$61.70. Credit cards, checks, and Buck ID are accepted – no cash.


1590 North High Street
Suite 300
Columbus, OH 43201-2190

Background Check Hours

Tuesday through Thursday

9-11 am and 1-4 pm

What to bring:

1. Government issued photo ID. **BuckID is not government issued and cannot be accepted as a form of identification.**
2. The student's Social Security number. Social Security card is not required; only the student's Social Security number.
3. A completed consent from: The form can be found here [Fingerprint Consent/WebCheck form](#) . The student is encouraged to bring the completed form when completing the background check.
4. When completing the form indicate ORC 4723.09 as the reason for requesting the fingerprint service.

****To identify other background check agencies in Columbus and Ohio (closer to home), consult the following web site:**

www.ohioattorneygeneral.gov/webcheck



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Out of State Students:

Out of state students need to contact the Ohio Attorney General BCI office at (877) 224-0043 to request an **“out of state packet”**. The packet will contain fingerprint cards, instructions, and payment information.

Steps:

1. Once the student receives the packet, the student must take the fingerprint cards to a local agency to “ink” fingerprints onto the cards.
2. Once the cards are “inked” the student must return the cards along with payment to the Ohio BCI Office at PO Box 365, London, Ohio 43140
3. Please indicate on the cards that the FBI and BCI background check results should be sent to the College of Nursing.

For more information about this process, please visit: <http://www.ohioattorneygeneral.gov/Business/Services-for-Business/Webcheck>

FAQ’s

Can I use a background check that I completed for my employer?

Unfortunately, no. The Ohio Revised Code states that agencies cannot release copies of the student’s background checks.

I completed a background check at employee health for OSUMC; will my background transfer to the College of Nursing?

Unfortunately, no. Background check information is not transferred between The Ohio State Medical Wexner Center and the College of Nursing. The student will have to complete another background check specifically for the College of Nursing.

What if I have an offense or record that will be reported on my background check?

If the student has a record please click the link to review the list of disqualifying offences.
<http://www.nursing.ohio.gov/discipline.htm>

What if my offense is not on the list provided?

The student will be contacted and required to request a copy of the student’s record.

The student’s record will be submitted for clearance at Hospital Security, once it has been cleared the student will be contacted.