GENERAL REGISTRATION FORM

REQUESTED BACKGROUND CHECK

Please INITIAL which type of background check you are being fingerprinted for:

Diocese of Columbus

_____BCI Only $37.00 (INITIALS) **_____FBI Only $40.00** (INITIALS) **_____BCI&FBI $70.00** (INITIALS)

PAYMENT METHOD

☐CASH ☐CHECK # _____ ☐CREDIT CARD

INDIVIDUAL RESPONSIBLE FOR PAYMENT!

Applicant Information:

Name: _____ SS Number: _____ - _____ - _____

Address: _____ Date of Birth: _____

City, State, Zip: _____ Email: _____

Daytime Phone Number: (_____) _____-_____

- **HAVE YOU LIVED IN OHIO FOR THE PAST FIVE (5) CONSECUTIVE YEARS? YES: ☐ NO: ☐**
  Note: If you have not, and will be working with children &/or elderly, it is required by Ohio law to obtain both BCI *and* FBI. However, the company/agency requesting the background check may request to do a FBI background check, if they so choose, even if you have lived in Ohio for the past five (5) years.
- **SEND RESULTS TO THE OHIO DEPARTMENT OF EDUCATION? YES: ☐ NO: ☐**
- **WHAT SCHOOL/PARISH ARE YOU DOING THIS FOR?** _____
- **CIRCLE WHICH BEST DESCRIBES YOUR ROLE? VOLUNTEER / TEACHER / EMPLOYEE (NON TEACHER) / COACH / OFFICIAL**

BCI &/or FBI

Results will be POSTED to the below account on the *WEB RESULTS SYSTEM*:

Account Name: **Diocese of Columbus**

(Results are posted to the NBCI web site and email notification is sent to the authorized recipient)

Contact Info:

Company Name: **Diocese of Columbus**

Contact: **Regina E. Quinn**

Email: **rquinn@colsdioc.org**

RELEASE OF BACKGROUND CHECK RESULTS

I hereby certify that I have given National Background Check, Inc. permission to obtain all criminal history information pertaining to me in the files of the Ohio Bureau of Criminal Identification and Investigation (BCI&I), the Federal Bureau of Investigation (FBI) (if requested), and release that information to the company/agency /individual indicated above.

By placing my fingerprint images on the WEBCHECK Scanner, I am authorizing BCI&I to release criminal history information about me to National Background Check, Inc. and the company/agency /individual indicated above. I hereby release BCI&I and any and all individuals connected therewith from all liability in connection with the dissemination of such criminal history information.

I understand National Background Check, Inc. can not guarantee that my fingerprint images will be deemed readable by BCI&I, in which case I may need to be re-fingerprinted. I understand this does not constitute a refund due to charges incurred by BCI&I immediately after the data is transmitted. National Background Check, Inc. will assist me with the process to complete this background check if I am rejected a second time.

I understand that using the WEBCHECK System returns a "no hit" (those containing no criminal history) result within (10) ten business days or sooner or a "mailed" result (those that contain a criminal arrest history) could take up to (30) thirty business days before being forwarded to the requested destination.

Signature: _____

Date: _____

FOR OFFICE USE ONLY

SITE: _____ Prints Taken By: _____ Date Processed: _____ Processed By: _____