***Teacher Education Department***

***BCI & FBI Information***

**Please be aware that processing for electronic fingerprinting may take 5-6 weeks.**

**Schedule an Appointment**

Electronic fingerprinting is available in 120 Millett Hall at the WSU’s Office of Partnerships and Field Experiences (OPFE) by appointment only during their scheduled open hours. Appointments can be made online at: <https://opfe.setmore.com/>

**NOTE: Program Applications Require BOTH the FBI and BCI Background Checks!**

**FBI/BCI Costs**

* FBI Background Check $30.00/ Ohio BCI Background Check $27.00
* BFBI (combination BCI and FBI) Background Check $55.00
* Payable by: Cash; Money Order (payable to WSU); or Credit card (Discover, MasterCard or Visa); NO CHECKS

Electronic fingerprinting is also available through many community agencies: <https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing> Costs vary by agency.

**FBI/BCI Form Questions Guide**

* Take this form with you to your fingerprinting appointment!
* NOTE: It is ***illegal*** for any OPFE employee to tell you how to answer questions on the form.

1. What type of background check do you require: (choose one)

\_\_\_BCI&I (Ohio)

 \_\_\_FBI

 \_­**X** BFBI (Ohio BCI&I & FBI) FYI: **Choose this if you are applying for the Exceptionalities Program**

*Note: If you are confused about what you need to get, call Haley Felty at 775-4585 or email her at* *TED5@wright.edu*

2. Where are results being sent? (Select the responses shown on this sheet: Electronic copy goes to ODE, mailed copy goes to OPFE)

1. Direct/Electronic Copy Option ONLY (choose one):

Select: \_\_X\_\_ None

1. Direct/Electronic Copy Option (choose one) with Postal Mail Option (Place address in letter C):

Select: \_\_X\_\_ Ohio Department of Education

1. Postal Mail Option (provide one complete mailing address below):

**Use the address below for your application to the Exceptionailities program:**

Wright State University, CHEH, Attn: Teacher Education Department, Kim Hudson

 3640 Colonel Glenn Highway

 470 Millett Hall

 Dayton OH 45435

3. What are the reasons for the background check? (Choose from list)

 Copy the below phrases on to OPFE’s form – use complete phrase, **not** the reason code

BCI: School Employees – Teachers Only

FBI: Public School District or Chartered Non Public School

**\*If you are not using OPFE and are asked for a BCI reason code, use the code: 3319.39B3**

For answers to frequently asked questions regarding the BCI or how to obtain another copy of previous results, please click on the following link: <http://www.ohioattorneygeneral.gov/FAQ/Background-Check-FAQs.aspx>