



Fingerprint Background Check Instructions College of Nursing

In order to begin your undergraduate or graduate program at the College of Nursing, you are required to complete a BCI (Ohio) & FBI (National) background check. You may not be eligible to begin coursework until the fingerprint background check has been completed.

If you are local to Central Ohio, you may obtain fingerprinting services at the OSU Office of Human Resources, 1590 N. High Street, Suite 300, Columbus, Ohio 43201. Hours of operations are Tuesday through Friday from 9AM-11AM and 1PM-4PM. These services are provided on a walk-in basis only and does not require an appointment. You are responsible for the cost of the background check.

If you cannot obtain fingerprinting services at the OSU Office of Human Resources, please visit the Ohio Attorney General's website at <http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing> . This webpage allows you to search for agencies that offer fingerprinting services around the state. You may also visit your local Police/Sheriff's Office for fingerprinting services. When completing the form for your background check, please provide the following information, which has to be requested before the agency takes your fingerprints.

BCI Revised Code: ORC 4723.09

FBI Revised Code: ORC 4723.09

Mail to: Background Checks – Nursing
OSU Office of Human Resources
1590 N. High St., Ste. 300
Columbus, Ohio 43201

Out of State Students

Students outside the state of Ohio 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 you receive the packet, you must take the fingerprint cards to a local agency to "ink" fingerprints onto the cards.
- 2) Once the cards are "inked" you 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 address above.