



BACKGROUND CHECKS

If you are new employee or coach, you will need both an FBI and BCI background checks. Applicant is responsible for the cost of the background checks.

IMPORTANT INFORMATION

Please be sure to take this form - it provides important information for the facility running the check.

- 1) Company/Agency Requiring Check:
 - Marysville Exempted Village School District
- 2) Results MUST be sent:
 - Directly to Marysville Schools, 1000 Edgewood Drive, Marysville, OH 43040
 - Electronically to the Ohio Department of Education
- 3) FBI Reason Code
 - 3319.39 - Public School District or Chartered Nonpublic School Employees and School Bus Drivers
- 4) BCI Reason Codes
 - 3319.39B1 - School Employees – Non-teaching positions - Volunteers
 - 3319.39B3 - School Employees - Teachers only
 - 3327.10 - School Bus Driver
 - 3301.541 - Preschool Program

WEBCHECK FACILITIES

Background checks can be completed at a location that is convenient for you. Check out the Ohio Attorney's web site for a location near you.

<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing.aspx>

Local Webcheck Facilities

- Union County Sheriff's Office – call to make an appointment. 937-645-4103, ext 4468
- Marysville Police Dept. – email Don McGlenn @ dmcglenn@marysvilleohio.org with the date and time you want an appointment M-F 9:00-4:00 and he will make arrangements with dispatch. When you go to the police, you will need their form. See pg. 2.