



## BACKGROUND CHECKS

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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

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**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

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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  
<https://bookucso.timetap.com/#/>
- Marysville Police Dept.  
<https://www.marysvilleohio.org/520/Civilian-FingerprintingEmployment-Backgr>

IF YOU HAVE ANY QUESTIONS, CONTACT US AT 937-578-6100.