

FINGERPRINTING INSTRUCTIONS

As a result of Ohio House Bill 187, all new potential volunteers are required to complete a fingerprint background check. In order to facilitate this process, please adhere to the following guidelines.

1. The BMV will conduct fingerprint background checks.
2. Request to have a BCI fingerprint check. You are required to pay the fingerprinting cost of \$36.00. **They will only accept cash.** You must have a photo ID.
3. **You must use BCI code #2151.86.**
4. Request that the BMV forward the results to Ohio State University Extension.

Send to: **Background Checks – 4-H DARKE COUNTY**
 OSU Office of Human Resources
 1590 N. High St., Suite. 300
 Columbus, OH 43201
 Phone Number: 614.292.1050

5. Bring your receipt to the Extension Office and ask for the Volunteer Fingerprint Reimbursement Form. Once you have completed the volunteer application process and have been accepted as a 4-H volunteer, we will submit your request for fingerprint cost reimbursement to OSU.
5. If you have any questions regarding these procedures, contact OSU Extension, Darke County, 937-548-5215, prior to going to the BMV.

