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:

   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. Attach your receipt to the Volunteer Fingerprint Reimbursement Form and return it to our office. 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.

6. If you have any questions regarding these procedures, contact OSU Extension, Darke County, 937-548-5215, prior to going to the BMV.