



## 4-H Volunteer Criminal History Fingerprint Background Check Procedure

Please take this page with you when you go to have your background check.

In Mahoning County, 4-H volunteers can have their background check done at:

**See list on back of this paper**

**Please be prepared to pay exact cash, check, or money order.**

### What You Need to Get Your Ohio 4-H Background Check

1. A government issued photo ID - such as your driver's license - with your current address, and showing your date of birth.
2. Your Social Security number - Know your number? No need to bring your SS card.
3. Use **2151.86** as the reason code you are having the background check.
4. If you have not lived in Ohio for the past 5 years, you must also have a FBI report.
5. Background check results **must be mailed to:**

Attention: Mahoning County  
OSU Office of Human Resources  
1590 N. High St., Ste. 300  
Columbus, Ohio 43201

(614) 292-1050

If the agency is not able to get a good scan of your fingerprints, please ask for an inked fingerprint card. You will then bring the inked card to the Extension office.

Note: The fingerprint background check process reveals past criminal convictions. The Ohio Revised Code specifies certain criminal convictions as disqualifying events that forbid current and future volunteer involvement with Ohio 4-H and OSU Extension. You can view this list at: <http://go.osu.edu/DQoffenses>.

If you would like to be reimbursed for the cost of your background check, keep your original receipt and bring it, along with this form, to your county OSU Extension office. Complete the form below and be sure your name appears on your receipt. We will then submit a reimbursement request for you. The reimbursement check will be mailed from OSU in Columbus; it may take eight to ten weeks to process.

### OSU Extension 4-H Volunteer Request for Reimbursement

Volunteer Name (Print first, middle, last): \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For office use only. Tape receipt to top of this form before scanning.**

Date volunteer reimbursement request received at Extension Office: \_\_\_\_\_ (month / day / year)

Name & initials of OSU Extension Professional receiving request: \_\_\_\_\_ Initials: \_\_\_\_\_

## Locations for Background Checks in Mahoning County

1. **Mahoning County Education Services Center (MCESC)** 7320 N. Palmyra Rd. Canfield, OH 44406; 330-533-8755; by appointment only Tuesday and Thursday
2. **Bureau of Motor Vehicles** Boardman License Bureau 229 Boardman Canfield Rd. Boardman, OH 44512; 330-758-1988; Monday 9:00am-5:30pm, Tuesday through Friday 9:00am-4:00pm, Saturday 8:00am-11:00am
3. **National Background Check, Inc.** 19 E. Front St. Youngstown, OH 44503; 877-932-2435; Monday through Friday 8:30am-5:00pm
4. **Meridian Community Care** 527 N. Meridian Rd. Youngstown, OH 44509; 330-797-0074; Monday through Friday 8:00am-4:30pm
5. **Mahoning County Sheriff's Office** 110 5th Ave. Youngstown, OH 44503; 330-480-5030; Monday through Friday 9:00am-12:00noon and 1:00pm-3:30pm
6. **Boardman Police** 8299 Market St. Boardman, OH 44512; 330-726-4144; Monday through Friday 8:00am-3:00pm; by appointment only
7. **Copeland Oaks** 800 S. 15th St. Sebring, OH 44672; 330-938-1502; Monday through Friday 7:00am-3:30pm; by appointment only – not open to the public at this time because of COVID-19
8. **Austintown Work Med** 20 Ohltown Rd. Austintown, OH 44515; 330-884-1500; Monday-Sunday 9:00am-9:00pm
9. **Poland License Bureau** 3057 Center Rd. Suite C Poland, OH 44514; 330-707-9268; Monday and Tuesday 8:00am-5:00pm, Wednesday 8:00am-6:30pm, Thursday 8:00am-5:00pm, Saturday 8:00am-12:00noon
10. **Humility of Mary Healthcare** 45 McClurg Rd. Boardman, OH 44512; 330-729-1480; Monday through Friday 8:00am-4:00pm; by appointment only
11. **Ohio BCI** 20 W. Federal St. Youngstown, OH 44503; 330-884-7545; Monday 9:00am-11:00am and Thursday 1:00pm-3:00pm
12. **Fieldprint Ohio** 4496 Mahoning Dr. Youngstown, OH 44515; 877-614-4364; Monday through Friday 9:30am-5:30pm and Saturday 11:00am-3:00pm; by appointment only