

Electronic Fingerprinting Information

The University of Toledo Judith Herb College of Education

Office of Student Services, 3100 Gillham Hall

2801 W. Bancroft St., Mail Stop #914, Toledo, Ohio 43606-3390

Phone 419-530-2906, Fax 419-530-7249

Judith Herb College of Education students must provide a current background check (less than one year old) from the Ohio Bureau of Criminal Identification and Investigation (BCI&I) and the Federal Bureau of Investigation (FBI) stating they are free of any convictions before beginning any PreK-12 field experience.

Local agencies that submit fingerprints electronically for Ohio BCI&I and FBI checks are:

UT Police Department

Room 1300 Transportation Center

Phone 419-530-4439

M-F 7am-3pm **by appointment only**

You must say you're a College of Education Student and bring a valid driver's license

Cost: Ohio BCI&I = call for amount, cash or check only

FBI = call for amount

Both Ohio BCI&I and FBI = call for amount

National Background Check

1750 Indian Wood Circle, Maumee 43537 (Inside Therma-Tru Door Bldg.)

Phone 877-932-2435 or www.fastfingerprints.com

M-F 9:30am-11:45am/1pm-4:30pm & Sat 8:30-11am **by appointment only**

Cost: Ohio BCI&I = call for amount, cash, check, or money order

FBI = call for amount

Both Ohio BCI&I and FBI = call for amount



1. Ohio BCI&I and FBI Background Checks completed at the UT Police Department are automatically sent to the Office of Student Services. If done elsewhere, you must submit a copy **prior** to beginning in the field.
2. **According to House Bill 190, an FBI criminal records check is now required of all applicants (in addition to a BCI&I check as in current law) applying for an educator license regardless of whether or not the applicant has lived outside of the state of Ohio.**
3. If you will be applying for your teaching license within one year, tell the agency you also want results of your Ohio BCI&I and FBI sent to Ohio Dept. of Education – Office of Certification/Licensure for Section 3319.291 Certification.