



Electronic Fingerprinting Information

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.

- ❖ *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.*
- ❖ *Please contact the Field Office with any additional background check questions at Phone 419-530-2495.*

Preferred 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 (You must leave a voicemail requesting an appointment)

M-F 7am-3pm (by appointment only)

National Background Check

6546 Weatherfield Ct., Building C (inside Hondros College), Maumee, OH 43537

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

M-F 8:00am-1:00pm/2pm-5:00pm (by appointment or walk-in)

Please have background checks sent to:

**The University of Toledo
Judith Herb College of Education
Office of Student Services, Gillham Hall 3100
2801 W. Bancroft St., Mail Stop #914,
Toledo, Ohio 43606-3390**