Electronic Fingerprinting Information

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
Phone 419-530-2906, Fax 419-530-7248

**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**
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)**
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

**Ohio BMV**
Contact your local Ohio BMV for times and cost

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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.