

**ASHTABULA COUNTY EDUCATIONAL SERVICE CENTER  
2630 WEST 13<sup>TH</sup> STREET, ASHTABULA, OH 44004**

**DIRECTIONS FOR CRIMINAL RECORD CHECK**

- Ohio law requires that all individuals must have a baseline Ohio Bureau of Criminal Investigation (BCI) and FBI criminal background check at the time they apply for their first Ohio educator license, certificate or permit, and those BCI and FBI background checks must be no older than one year (365 days) at the time they are used for initial licensure.
- If an individual then resides continuously in Ohio, he or she does not need to update the BCI background check, but must obtain an updated FBI check once every five years.
- If an individual lives outside Ohio at any time during the five years after obtaining a BCI check, then both background checks will need to be updated.
- This applies to all individuals holding a state of Ohio educator license, certificate or permit, including a non-tax certificate (no expiration date), a permanent certificate (no expiration date) and an eight-year professional certificate.
- It is the responsibility of educators holding ODE licenses, certificates or permits, as well as their employers, to ensure that the law is followed with regard to obtaining required updated background checks within the five year timeframe prescribed by law, even if the expiration of a background check does not always coincide with the expiration of the license.

**School Bus Drivers:** Ohio Revised Code requires employers to conduct criminal background checks on individuals applying for or employed in a position as a driver of a vehicle used for pupil transportation. Those completed background checks must be requested prior to the person's hiring, and every six years thereafter.

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The Ashtabula County Educational Service Center fingerprints between the hours of **8:15 a.m. and 3:30 p.m., Monday through Friday.**

**Method of Payment**

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|-------------------------------|----------------|
| Ohio Background Check         | <b>\$25.00</b> |
| FBI Background Check          | <b>\$40.00</b> |
| Ohio and FBI Background Check | <b>\$60.00</b> |

**Payment can be made by cash or money order made payable to the Ashtabula County Educational Service Center**

**PLEASE NOTE:**

- PERSONAL CHECKS WILL NOT BE ACCEPTED.
- MUST HAVE DRIVER'S LICENSE OR STATE ID AND SOCIAL SECURITY NUMBER.



**As per the Ohio Attorney General's Office we are not permitted to mail background check results. Results must be picked up at our office by the individual fingerprinted. That individual is responsible for taking the results to the school district.**

If you misplace your copy of your background check and need another copy, the cost will be \$5.00 cash or money order payable to the Ashtabula County Educational Service Center before your copy is released.

Should you have any questions, please email [christina.ray@ashtabulaesc.org](mailto:christina.ray@ashtabulaesc.org) or call 576-9023.