

**ASHTABULA COUNTY EDUCATIONAL SERVICE CENTER  
4200 STATE ROAD, ASHTABULA, OH 44004**

**DIRECTIONS FOR CRIMINAL RECORD CHECK**

**REVISED EFFECTIVE JANUARY 1, 2012**

Senate Bill 38, effective October 29, 1993, mandated job applicants under final consideration for employment and individuals who are in positions in school districts that involve the care, custody, and control of a child to undergo a criminal record check conducted by the Bureau of Criminal Identification and Investigation (BCII). As part of the process, you will need to be fingerprinted.

Effective July 1, 2007, the Ohio Department of Education mandated that all new applicants for the position of a bus driver or van driver have the Ohio and FBI background checks. Upon recertification, only the FBI background check is needed if the driver has already had an Ohio background check.

**EFFECTIVE JANUARY 1, 2010: HOUSE BILL 1**

More recent changes made by the State Legislature have mandated the following:

- All applicants and new employees of school districts must have the **Ohio and FBI** background checks.
- Teachers and administrators currently employed in school districts and living in Ohio who apply to renew a license or transition a certificate to a license only need to have the **FBI** background check if it has been more than five years. Teachers and administrators living outside of Ohio must have **Ohio and FBI** background checks.

You can be fingerprinted at the Ashtabula County Educational Service Center between the hours of **8:15 a.m. and 3:45 p.m., Monday through Friday.**

**Method of Payment**

1. **Ohio Background Check:** \$25 cash or money order made payable to the Ashtabula County Educational Service Center.
2. **Ohio and FBI Background Check:** \$60 cash or money order made payable to the Ashtabula County Educational Service Center.
3. **FBI Background Check:** \$40 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 can no longer send background check results in the mail. Results must be picked up at our office by the person being fingerprinted. That person is responsible for taking the results to the school district.**

If you lose 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 call 576-9023.