

A. If you had your current background checks done at another agency (not the Summit County ESC) and do not have a hardcopy for your records, then you will need to either request a copy from the agency that did the background checks or request a copy from where the results were sent to. The Summit County ESC cannot request copies of your background checks on your behalf.

B. Please note that if the agency processing your background check only requested a "Direct Copy" of the BCII and FBI results to go to the Ohio Department of Education and did not fill out a "Mail To" address and cannot produce a hardcopy for you, you will need to do the following:

1. Schedule a time with the Summit County ESC to have the FBI background check re-done. Unfortunately, there is no other way to request a hardcopy of the FBI than to have it re-done. You will only be charged \$35 to have it redone, payable by cash or check to "SCESC".
2. A copy of the Ohio background check is available by filling out a "Request for BCII Background Check" form at your FBI appointment. The cost is \$8.00, payable by cash or check to "SCESC", and the form will be submitted to BCII.

C. This same process applies if the agency, other than Summit County ESC, processing your background check did not send electronic results to the Ohio Department of Education.

1. Schedule a time with our agency to have the FBI background check re-done. Unfortunately, there is no other way to request a copy of the FBI to go to the ODE than to have it re-done. You will only be charged \$35 to have it redone, payable by cash or check to "SCESC".
2. Results from the Ohio background check can be forwarded to ODE by filling out a "Request for BCII Background Check" form at your FBI appointment. This form has an area to check mark so the results to go to ODE. The cost is \$8.00, payable by cash or check to "SCESC" and the form will be submitted to BCII.

D. If you are an education major with licensure attending an Ohio university and you are graduating soon or have graduated and you want to sub, please be sure that when you have your background checks done for your Provisional teaching license that you have the agency processing the checks send a "Direct Copy" to the Ohio Department of Education and mark the "Mail To" box to have the hard copies sent to our office at:

Summit County ESC
c/o Lori Johnston
420 Washington Ave
Cuyahoga Falls OH 44221

You will also follow this procedure if you are applying for a sub license and have the BCI and FBI done at an agency other than ours.