



Civilian Criminal Background Checks

You can be fingerprinted anywhere that offers Webcheck services. The following link will take you to a listing of locations in Ohio. You can narrow it down by county.

<https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>



- For **licensed** Catholic School employees – teachers, Pupil Activity Permit (PAP) holders, counselors, some therapists: **ORC 3319.291**
- For **non-teaching** Catholic School employees – maintenance, administrative support staff, etc.: **ORC 3319.39B1**



- For parish employees who have been legal residents of Ohio for **more** than 5 consecutive years, you will need to complete state level background check through the Ohio Bureau of Criminal Investigation (BCI), use code: **ORC 2151.86**
- For parish employees who have been legal residents of Ohio for **less** than 5 consecutive years, you will need to complete both a state level background check through the BCI **and** a national level background check through the Federal Bureau of Investigation (FBI), use code: **ORC 2151.86**



- For parish or Catholic School volunteers who have been legal residents of Ohio for **more** than 5 consecutive years, you will need to complete state level background check through the BCI, use code: **ORC 2151.86**
- For parish or Catholic School volunteers who have been legal residents of Ohio for **less** than 5 consecutive years, you will need to complete both a state level background check through the BCI **and** a national level background check through the FBI, use code: **ORC 2151.86**



All reports must be sent directly from
the Ohio Bureau of Criminal Investigation to:
Safe Environment Program - Diocese of Columbus
197 E. Gay St. Columbus OH 43215

- **Selection.com/Fastrax**

Effective January 3, 2024, the Diocese of Columbus began working with Selection.com to improve our background report process. Many of our parish employees, clergy, and parish and school volunteers have not completed a background report since the start of their service. This means that some people have reports that are over 20 years old.

New employees and volunteers will still have to complete an initial criminal background report through the Bureau of Criminal Investigation (BCI).

In addition, when they register to attend a *Protecting God's Children* (PGC) session, they will be automatically directed to create an account with Fastrax. This report will cost \$ 25.00. Individuals will be responsible for paying this charge.

Once the accounts in Fastrax is established, the Safe Environment Office will receive quarterly updates on the individuals. Only the personnel in the Safe Environment Office and the Director of the Diocesan HR Office will see the personal information (date of birth, Social Security number) in Fastrax.

All school personnel, teachers and those in non-teaching positions, will also continue to get updated FBI and/or BCI reports as required by the Ohio Department of Education and state law