

University of Cincinnati Police Division

Background Information Check

University Department Billing

UC Public Safety Use Only

Date Service Rendered___/___/___

FBI?_____BCI?_____Total_____

Please complete this form in its entirety, or the request for background check may be rejected.

Department Name	agrees to pay for the cost of fingerprint/background check for the following individual(s):
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Name:	DOB:
Name:	DOB:
Name:	DOB:
Name:	DOB:

It may take up to 40 business days to get the written results back on background checks. We also understand that should a fingerprint result come back as “flagged” the individual may not be cleared to work following the applicable state law, state board guidelines or University policy, although final decision for employment will rest with the department.

Billing Arrangements

Department Name	
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SAP Information

Fund – 7 characters/digits	
Cost Center – 10 characters/digits	
Functional Area – 1 digit	
G/L Commitment Item Number – 6 digits	

Authorization Name / Responsible Person	
Title	
Mail Location for Results to Be Sent	ML:

Please print this form and take it with you to Three Edwards. Payment by credit card can be completed in person only.

- (1) Fingerprinting is done Monday through Friday 8 am to 4 pm unless special arrangements are made.
- (2) A “flagged” fingerprint check is an electronic notification to Public Safety that a situation exists in the background of the individual which warrants further explanation. Please note that it can take up to 40 working days to receive this information through the mail.
- (3) In State fingerprint/Background checks are run for individuals who have lived within the state of Ohio for the past 5 years. National fingerprint/Background checks are run on individuals who live or have lived outside of the State of Ohio within the past 5 years.
For employment purpose for the University, both the State and National checks will be run. Proof of identity and permanent home address must be provided. (Driver's License/State ID card)
Outside companies determine if State and/or National checks will be run.
- (4) Both the State and National checks will be run on individuals working with or volunteering to work with children in a program using the University's facilities or Sponsored by the University. Proof of identity and permanent home address must be provided. (Driver's License/State ID card)
Outside companies determine if State and/or National checks will be run.

In-State fingerprint Charge (BCI) : \$33.00

National Fingerprint Charge (FBI): \$35.00