



**Warren County
Educational Service Center**

**FINGERPRINTING / BACKGROUND CHECKS via WEBCHECK
FEES and HOURS AT-A-GLANCE**

Warren County Educational Service Center
1879 Deerfield Road, Lebanon, Ohio 45036

Phone: 513-695-2900

Regular School Year Hours: (August-May)

Monday - Thursday
8:00 a.m. - 4:00 p.m.
Friday
8:00 a.m. - 2:30 p.m.

Summer Hours: (June & July)

Monday - Friday
8:00 a.m. - 2:30 p.m.

No appointment necessary. Holiday hours may vary; please feel free to call ahead.

Rates charged by the WCESC are as follows:

State (BCI): \$30.00 for state only
Federal (FBI): \$36.00 for federal only
Both: \$61.00 for both

CASH, MONEY ORDER, or PERSONAL CHECK payable to WCESC. NO BANK CARDS ACCEPTED.

Bring Driver's License / Photo ID.

EFFECTIVE APRIL 8, 2019



**DRIVING DIRECTIONS to the
WARREN COUNTY EDUCATIONAL SERVICE CENTER**

We are located south of Countryside YMCA between LaRosa's and Home Depot. Look for our blue roof.

FROM I-71 NORTH and/or SOUTH: Take the Lebanon/South Lebanon exit (Exit #28). Take Rt. 48 North to the Turtlecreek-Union/Deerfield Road exit and turn left off of the ramp. Continue straight through the traffic light to the WCESC.

FROM I-75 NORTH and/or SOUTH: Take the Lebanon/Monroe exit (Exit #29). Take Rt. 63 into Lebanon (Rt. 63 becomes Rt. 123 at the Golden Lamb intersection). Continue straight at the intersection with the Golden Lamb on your left and the library on your right to Route 48 South. Take Route 48 South to the Turtlecreek-Union/Deerfield Road exit. At the end of the ramp continue straight through the traffic light to the WCESC.

BACKGROUND CHECKS

While we recommended having your background check done at Warren County Educational Service Center, you may go to any location of your choosing. The following is some information you need to know for the proper processing of your background checks for Carlisle Local Schools:

- 1) **NEW EMPLOYMENT:** We do require both the State (BCI) and Federal (FBI) background checks be completed. This is at your cost.
RENEWAL FOR EMPLOYMENT: Only the FBI is required as long as you have lived in the State of Ohio continuously for the past 5 years, & been continuously employed with Carlisle for the past 5 years.
- 2) Most places only accept cash or money order for payment, so please make sure you check with your location of choice before you arrive on their accepted payment methods.
- 3) You will need to take a driver's license or photo ID with you when you have your background checks completed.
- 4) You will need to request to have your background checks sent to the Board of Education office for Carlisle schools. Please have them sent to:
 - Carlisle Local Schools Board of Education
Attn: Tanya Wells
724 Fairview Dr., Carlisle, OH 45005
- 5) If you need your background checks sent to multiple locations for various needs, in addition to employment/coaching with Carlisle schools, it is your responsibility to request that at the time of your fingerprinting.

If you need a photocopy of the original report that was sent to the school district, it is your responsibility to request them at the address listed above, or call Tanya Wells at 937-746-0710, ext. 501. The Superintendent's Office at the Board of Education is open Monday-Friday 8a-3:45p, and is closed for lunch from 12:30-1:30p.

- 6) For electronic or ink/roll fingerprinting, another alternative location is:
 - Middletown Police Department
1 Donham Plaza, Middletown; 513-425-7737
Contact: Mary
 - Electronic cost: BCI check \$27; FBI check \$29; Both \$51
 - Mondays & Wednesdays 4-5:30p; other days/times appointment only
 - may pay by cash or check
 - Ink/Roll card cost: \$5 for each card (State & FBI) & the ink roll fingerprinting
 - additional cost charged by State of Ohio for processing of cards; to be mailed in with the fingerprint cards by person requesting report; cost determined by State of Ohio (*cost subject to change*); person being fingerprinted should ask for instruction sheet on mailing in the cards
 - Mondays & Wednesdays 4-5:30p; other days/times appointment only