



# DIOCESE OF COLUMBUS REGISTRATION FORM

VOLUNTEERS & PARISH EMPLOYEES, GREATER THAN 5 YEAR RESIDENT – BCI ONLY (2151.86)  
 VOLUNTEERS & PARISH EMPLOYEES, LESS THAN 5 YEAR RESIDENT – BOTH BCI & FBI (2151.86)  
 SCHOOL TEACHER – BCI & FBI FOR NEW OR FBI ONLY FOR RENEWAL (3319.39B3)  
 SCHOOL EMPLOYEE – BCI & FBI (3319.39B1)  
 OFFICIAL/REFEREE – BCI ONLY (2151.86)

**REQUESTED BACKGROUND CHECK**

*Please INITIAL which type of background check you are being fingerprinted for:*

       **BCI Only \$37.00**             **FBI Only \$42.00**             **BCI&FBI \$72.00**

**PAYMENT METHOD**

CASH       CHECK # \_\_\_\_\_       VISA/MASTERCARD/AMEX

**INDIVIDUAL RESPONSIBLE FOR PAYMENT!**

**Applicant Information:**

Name: \_\_\_\_\_ SS Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Daytime Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

- **HAVE YOU LIVED IN OHIO FOR THE PAST FIVE (5) CONSECUTIVE YEARS?** YES:  NO:   
Note: If you have not, and will be working with children &/or elderly, it is required by Ohio law to obtain both BCI and FBI. However, the company/agency requesting the background check may request to do a FBI background check, if they so choose, even if you have lived in Ohio for the past five (5) years.
- **SEND RESULTS TO THE OHIO DEPARTMENT OF EDUCATION?** YES:  NO:
- **WHAT SCHOOL/PARISH ARE YOU DOING THIS FOR?** \_\_\_\_\_
- **CIRCLE WHICH BEST DESCRIBES YOUR ROLE?** VOLUNTEER / TEACHER / EMPLOYEE (NON TEACHER) / COACH / OFFICIAL

**BCI &/or FBI**

**Results will be POSTED to the below account on the WEB RESULTS SYSTEM:**

Account Name: **Diocese of Columbus**

*(Results are posted to the NBCI web site and email notification is sent to the authorized recipient)*

**Contact Info:**

Company Name: **Diocese of Columbus**

Contact: **Regina E. Quinn**

Email: **[rquinn@columbuscatholic.org](mailto:rquinn@columbuscatholic.org)**

**RELEASE OF BACKGROUND CHECK RESULTS**

I hereby certify that I have given National Background Check, Inc. permission to obtain all criminal history information pertaining to me in the files of the Ohio Bureau of Criminal Identification and Investigation (BCI&I), the Federal Bureau of Investigation (FBI) (if requested), and release that information to the company/agency /individual indicated above.

By placing my fingerprint images on the WEBCHECK Scanner, I am authorizing BCI&I to release criminal history information about me to National Background Check, Inc. and the company/agency /individual indicated above. I hereby release BCI&I and any and all individuals connected therewith from all liability in connection with the dissemination of such criminal history information.

I understand National Background Check, Inc. can not guarantee that my fingerprint images will be deemed readable by BCI&I, in which case I may need to be re-fingerprinted. I understand this does not constitute a refund due to charges incurred by BCI&I immediately after the data is transmitted. National Background Check, Inc. will assist me with the process to complete this background check if I am rejected a second time.

I understand that using the WEBCHECK System returns a “no hit” (those containing no criminal history) result within (10) ten business days or sooner or a “mailed” result (those that contain a criminal arrest history) could take up to (30) thirty business days before being forwarded to the requested destination.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**  
SITE: \_\_\_\_\_

Prints Taken By: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Processed By: \_\_\_\_\_