

General Information

The RHLSD offers both BCI and FBI criminal background checks using an electronic National WebCheck System. Background checks can be scheduled between 9:00am and 3:00pm Monday - Friday. Please make an appointment by calling 740-432-5370 ex 2010 or emailing allison.garner@rollinghills.k12.oh.us. It is your responsibility to know which type of criminal background check you need. If you have additional questions, please call the Central Office at 740-432-5370 ex 2010.

If fingerprints cannot be taken electronically, please contact BCI at 877-224-0043 to learn the specifics regarding this and what steps to take to have your criminal background checks reported.

Cost*

BCI \$32.00

FBI \$36.00

BCI and FBI \$65.00

*If you are a coach, substitute or general public, you will need to pay at the time of the fingerprinting. If you are a Rolling Hills Local School District employee there is no cost.

What to bring

- A valid driver's license or other government issued valid picture ID.
- You will need to bring payment in the form of **exact change** or check. *A fee will be charged for NSF checks.*