

# Background Check Information

Brookville Local Schools require that you have a BCI and FBI background check prior to employment. The following is information intended to assist you in obtaining your background check:

- You should take your driver's license or state I.D with you when you have your background check completed. You are encouraged to call the agency to verify how payment can be made (i.e. cash only, check, credit/debit card) and the cost as it varies by agency.
- You must request that the BCI/FBI test results be electronically submitted to the Ohio Department of Education (ODE). Please request that a paper copy is mailed to **Brookville Local Schools, ATTN: Superintendent, 75 June Place, Brookville, OH 45309.**

## **ORC Codes for BCI Background Checks:**

- O.R.C. 3319 39B1 – School Employees – non teaching positions
- O.R.C. 3319 39B3 – School Employees – teachers only
- O.R.C. 3327 10 – School Bus Driver

## **ORC Codes for FBI Background Checks:**

- O.R.C. 3319 39 – School Employees & School Bus Drivers
- O.R.C. 3319 291D – School Employees – Licensure with ODE

- Results are usually received in 5-7 days, depending on volume of requests received by BCI.
- If you do not request a paper copy, one may not automatically be mailed. You can obtain a paper copy of your BCI background check from the Bureau of Criminal Investigation, subsequent to your original webcheck, at a cost of \$8.00. You **cannot** obtain a subsequent copy of an FBI background check.
- For any additional questions, you can contact the Bureau of Criminal Investigation at 877-224-0043.

**The following is a list of local agencies that perform background checks.**

**You may use any agency you desire.**

### **Clayton License Bureau**

8389 N. Main Street  
Dayton, OH 45415  
937-454-5222

### **Dayton Police Department**

335 W. Third Street  
Dayton, OH 45402  
937-333-1182

### **Huber Heights BMV**

6134 Chambersburg Road  
Huber Heights, OH 45424  
937-233-7211

### **Montgomery County Ed. Service Center**

200 S. Keowee Street  
Dayton, OH 45402  
937-225-4598 – Barbara Orr

**Call to Schedule Appointment**

### **Miami Valley CTC**

6800 Hoke Road  
Englewood, OH 45315

**Schedule Appointment via [mvctc.com](http://mvctc.com)**

'Adult Students' tab - 'Getting Started' tab  
'Fourth' step

### **Miamisburg Police Department**

10 N. First Street  
Miamisburg, OH 45342  
937-847-6616

Other agencies can be found at:

[Ohio Attorney General's Office](#)