



DIOCESE OF COLUMBUS
 REGISTERED APPOINTMENT MANDATORY
[HTTPS://REGISTER.FASTFINGERPRINTS.COM](https://register.fastfingerprints.com)
 CHOSEN ACCESS CODE FROM BELOW:

REQUESTED BACKGROUND CHECK

Please CHECK which type of background check you are being fingerprinted for

	Type of Employee/Parishioner	Type of Background Check	Access Code	Cost
☐	Volunteer - Resident of Ohio > 5 years	BCI Only	IGHWKX	\$37
☐	Volunteer - Resident of Ohio < 5 years	BCI & FBI	IGHWMZ	\$72
☐	Parish Employee	BCI Only	IGHWKX	\$37
☐	Licensed School Employee	BCI & FBI	IGHWO1	\$72
☐	Non-Licensed School Employee	BCI & FBI	IGHWLY	\$72
☐	Licensed School Employee - 5 year renewal	FBI Only	IGHWN0	\$42

Applicant Information:

Name: _____

SS Number: _____ - _____

Address: _____

Date of Birth: _____

City, State, Zip: _____

Email: _____

Daytime Phone Number: (_____) _____ - _____

• WHAT SCHOOL/PARISH ARE YOU DOING THIS FOR? _____

BCI only

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)*

FBI or Both, BCI & FBI mail to:

Company Name: **Diocese of Columbus**

Contact: **Meredith Gaul**

Address: **197 E. Gay Street
Columbus, OH 43215**

Email Receipt: **mgaul@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. cannot 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: _____

- ***FastFingerprints* is a company the Diocese of Columbus works with closely. It is recommended for background checks but webcheck location will do. See the website below to schedule an appointment with FastFingerprints or [click here](#) for all webcheck locations.**
- **To Schedule a fingerprinting with FastFingerprints:**
- Please follow the instructions below to get your fingerprint background check processed for the Diocese of Columbus.
 - Please follow this link <https://register.fastfingerprints.com/account-entry>
 - Select "I HAVE A CODE"
 - Enter the access code for the specific role you fulfill and verify the code for Diocese of Columbus
 - Volunteer resident of OH > 5 years BCI only use code **IGHWKX**
 - Volunteer resident of OH < 5 years use BCI & FBI use code **IGHWMZ**
 - Parish Employee use code: BCI use code **IGHWKX**
 - Licensed School employee BCI & FBI use code **IGHWO1**
 - Non-Licensed School employee FBI & BCI use code **IGHWLY**
 - License school employee 5 year renewal - FBI only use code **IGHWNO**
 - Search for a location by Zip
 - Schedule a Time
 - Register your Information
 - Enter Payment Information
 - Go to appointment and get fingerprinted with your appointment ID