

Fingerprinting Directions

PLEASE HAVE THE FOLLOWING CODE USED - 3319.291 – Results need sent directly to ODE not the school.

PLEASE CALL TO VERIFY TIMES AND DATES SO YOU DO NOT SHOW UP AND NO ONE IS THERE TO DO THEM.

Northwest State Community College

22600 State Route 34
Archbold, Ohio 43502
419-267-5511

- Monday thru Thursday - Hours are 8:30 a.m. – 5:30 p.m.
Friday –Hours are 8:30 a.m. – 3:30 p.m.
Go to the main entrance on the northeast side of the building, the door is marked A-10.
Then proceed to the Business Office located in C wing to pay first.
- Bring your driver's license or government issued ID card for proof of identity.
- Complete the "REQUEST FOR A BACKGROUND CHECK VIA ELECTRONIC FINGERPRINTING" Form and take it with you. **Please put this code on the form 3319.291 to make sure it gets sent to ODE.**
- Forms of payment accepted are: Cash, Check, Money Order, Debit Card, Visa, and MasterCard or Discover credit cards. You pay for your background check in the Business Office.
- Costs
BCI = \$29.00
FBI = \$32.00

Henry County Sheriff Department

419-592-8010

- Monday thru Thursday 7:00 a.m. – 5:00 p.m.
- **NO FRIDAYS**
- Ask for Tricia Gerken
- Costs
BCI = \$30.00
FBI = \$40.00

Reimbursement Procedure

- Per Liberty Center Schools' reimbursement policy, you must pay for your own fingerprints. However, after you have your fingerprints taken bring your receipt to the Treasurer's office where you will be reimbursed via check. **Paid coaches do not get reimbursed**