



The Xavier Police Department can provide WebCheck fingerprint services (Monday-Friday, 7:30am-2:30pm). The cost is \$60.00-check only (no cash). You will need to supply your State ID. Xavier Campus Police website [here](#).

If you need other agency options, please call 1-877-224-0043 or see the following link:  
<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>

Please ask if they do checks on the codes listed below as some agencies do not offer these checks.

**University of Cincinnati Police Department**

Monday- Friday 8:00am to 4:00pm

Four Edwards Center, 51 West Corry Blvd, Cincinnati, OH 45221 (Telephone: 513-556-4925)

Contact: Nicole Wilhelm, 513-556-4925 [nicole.wilhelm@uc.edu](mailto:nicole.wilhelm@uc.edu)

\$66 for BCI & FBI

**For Students - Requirements for Background Check**

- Bring driver's license or state ID
- Bring the following completed forms downloaded from UC Public Service site <https://www.uc.edu/publicsafety/services/background-checks.html>
  - [Background Information Check](#)  
Have electronic copy sent to Ohio Department of Education  
Mailed copies to: See addresses below.

**Persons being fingerprinted will need to know the appropriate BCI and FBI codes before responding to the agency and fees may vary. The appropriate codes are:**

**Education:** The BCI Background Check Reason is **NOORC** Other: Care, Custody, and Control of Children. The FBI Background Check Reason is **NCPAIVA** Volunteer Children's Act.

The results should be sent to the attention of the appropriate contact below using the address of 3800 Victory Parkway Cincinnati OH 45207-(add the appropriate zip code extension for program below):

Educational Administration	Melinda Cummins	45207-3231
Childhood Education	Dora Jefferson-Gaynor	45207-3231
<b>Montessori</b>	<b>Kristyn Jossart</b>	<b>45207-6631</b>
Secondary and Special Education	Kim Van Winkle	45207-3231

**(Do not send results to the attention of the Xavier Police Department)**