

The Xavier Police will be resuming WebCheck background services for the campus on January 16, 2018.

The Xavier Police will start utilizing the police website for the National Webcheck paper work and background checks, <http://www.xavier.edu/police/WebCheck-Fingerprinting-Services.cfm> This webpage includes a PDF of the forms needed and instructions on how to fill it out. There is also a FAQ section that provides answers to some of the questions that we answer the most.

The process starting January 16, 2018 would be for members of the Xavier Community needing a background check to fill out the form online, print it and bring the completed paperwork to Flynn Hall. **The paperwork will not be available at Flynn Hall.**

**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.

**Send the results to the following:**

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

The hours are:

Monday 8am to 2pm  
Tuesday 8am to 7pm  
Wednesday 8am to 2pm  
Thursday 8am to 5pm

As we continue to train people on the use of the system, we may revisit these hours.  
Thanks for your help and patience during this transition period.