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, 51West Corry Blvd, Cincinnati, OH 45221 (Telephone: 513-556-4925)
Contact: Nicole Wilhelm, 513-556-4925 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):

<table>
<thead>
<tr>
<th>Program</th>
<th>Contact</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Administration</td>
<td>Melinda Cummins</td>
<td>45207-3231</td>
</tr>
<tr>
<td>Childhood Education</td>
<td>Dora Jefferson-Gaynor</td>
<td>45207-3231</td>
</tr>
<tr>
<td>Montessori</td>
<td>Kristyn Jossart</td>
<td>45207-6631</td>
</tr>
<tr>
<td>Secondary and Special Education</td>
<td>Kim Van Winkle</td>
<td>45207-3231</td>
</tr>
</tbody>
</table>

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