



# Internal University Department WebCheck® Request

Fill out this form with the appropriate information of the individuals you would like to have WebChecks® performed on. This form **MUST** be typed and the reason codes **MUST** be selected from the drop-down menus. Handwritten forms will not be accepted.

It is the requesters responsibility to inform YSU Police if the results must be sent to an outside agency electronically, via US Mail (they will come directly from Ohio BCI and can take 30-90 days), or if the department or individual would like paper copies of the results. This can **ONLY** be done at time of fingerprinting. University Police is not responsible if you select the incorrect destination. If no choice is selected, University Police will not process your Webcheck®.

If you are uncertain where the results should go or the reason codes for the Webcheck®, please contact the University Police Dept.

Once complete, please forward the form to the Controllers Office (controllersoffice@ysu.edu) to complete a budget transfer to the Police Dept. Webchecks® account. The Banner account to credit is 111000-120501-503225-61. The fees are:

- \$37 for the BCI&I Webcheck® (Ohio)
- \$28 FBI Webcheck® (National)
- \$65 for both.

Once the transfer is complete, inform the individuals to go to the University Police Department during any of the open Webcheck® hours. They are listed on the University Police Dept. website. They must be listed on the Internal University WebCheck® Request Form and have a valid government issued ID (driver's license, state ID card, or passport) and know their Social Security Number at time of fingerprinting.

Contact Person: \_\_\_\_\_ Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

FOAP to Debit: \_\_\_\_\_ Date: \_\_\_\_\_

**FBI Reason Fingerprinted:**  
Codes Rev 1/24 \_\_\_\_\_

**BCI Reason Fingerprinted:**  
Codes Rev 1/24 \_\_\_\_\_

**Direct Copy To:** \_\_\_\_\_ **Printed Copy To:** \_\_\_\_\_

**Mail Results To:** \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Complete Name	Type/Cost
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

**TOTAL** \_\_\_\_\_